

**ROCKVILLE HOUSING ENTERPRISES  
BOARD OF COMMISSIONERS MEETING  
REGULAR MEETING**

**Rockville Housing Enterprises –  
David Scull Community Center  
1201 First St.**

**ROCKVILLE, MARYLAND 20850**

**Wednesday, June 28, 2017**

**Agenda**

- 6:30 p.m.      1. Consent Items: (T-1)**
- 7:15 p.m.      3. Citizens Forum:**
- 7:25 p.m.      4. Information Exchange:**  
    **Executive Director's Report (T-2)**  
    **Finance Reports (T-3)**
- **Asset Management (T-4)**
  - **HCV Report (T-5)**
  - **Fireside Park Report (T-6)**
- 7:50 p.m.      5. City of Rockville Report -**
- 8:00 p.m.      6. Action & Discussion Items: (T-7)**
- **Fireside Park Property Management RFP – (ACTION – VOTE)**
    - **Contract Approval**
      - **This item will be on the agenda but may be postponed if the contract negotiations are not completed.**
  - **Fireside Park Refinance –**
    - **Architect Contract/Negotiation Cost Approval – (ACTION – VOTE)**
    - **Legal Service – Mixed Finance Developments Contract/Negotiation Cost Approval – (ACTION – VOTE)**
- 8:30 p.m.      7. Commissioners Comments:**
- 9:00 p.m.      8. Adjourn**

1. Individuals needing special accommodations to fully participate in this meeting, call the RHE office (301) 424-6265
2. This Agenda is subject to change without notice.
3. Times are approximate and may vary depending on length of discussion.
4. Public participation is permitted on Agenda Items in the same manner as if the Agency were holding a legislative-type Public Hearing.

5. Pursuant to The Open Meeting Act (3-302(b)(3)); all or part of any of the above noticed meetings may be held in executive session.

# TAB 1

**Rockville Housing Enterprises  
Board of Commissioners Meeting  
May 24, 2017**

The Board of Commissioners for Rockville Housing Enterprises met in Regular Session on May 24, 2017 at the main office, 621A Southlawn Ln, Rockville MD 20850.

**Present**

Chair Rae Canizares  
Vice Chair Edward Duffy  
Commissioner Steven Marr  
Commissioner Kenrick Brooks  
Commissioner Teresa Defino

**In Attendance**

Ms. Jessica Anderson, Executive Director  
Ms. Crystal Gorham, Manager of Assisted Housing  
Ms. Stephanie Bonilla, Board Clerk  
Ms. Asmara Habte, Chief of Housing Programs City of Rockville  
Mr. Mark Pierzchala, Council Member City of Rockville  
Ms. Virginia Onley, Council Member City of Rockville  
Mr. Kwan Lee, City of Rockville Citizen

**6:35 PM Call to Order**

Chair Canizares called the Rockville Housing Board of Commissioners Meeting to Order.

**6:36 PM Consent Items**

Chair Canizares noted the first item on the agenda was the approval of April 26 2017 Board Meeting minutes. Commissioner Marr offered a motion to approve the minutes, Vice Chair Duffy seconded the motion. Vice Chair Duffy, Commissioner Marr and Commissioner Defino voted aye.

The second consent item on the agenda was the approval of the minutes for the special meeting held on May 2<sup>nd</sup> 2017. Vice Chair Duffy offered a motion to approve the minutes as written, commissioner Defino seconded the motion. Vice Chair Duffy, Commissioner Marr, Commissioner Defino and Commissioner Brooks all voted aye.

**6:37 PM Citizens Forum**

Mr. Kwan Lee a former attorney for the state of Florida specializing in child abuse cases would help families find affordable housing. Mr. Lee is interested in learning about RHE and the low income programs RHE offers.

**6:39 PM Information Exchange**

Executive Director Anderson presented her report as follows:  
Activities during the month of April 2017

#### Meetings/Activities

- Held Fireside Property Management RFP re-issued Review panel on April 5, 2017.
- Held contract review meeting with CBDG Smoke Detector Contractor on April 11, 2017.
- Fireside Property Management RFP interviews were held on April 21, 2017 with Edgewood Management and May 1, 2017 with Humphrey Management.

#### Financial Management

- Due to the continued retracted HUD funding for the Public Housing and Voucher Programs, Management is requesting the temporary suspension of the RHE employer contributions to the 401K plan. Once funding is restored or the results of the reduced expenses are fully realized the contributions can be reinstated.
- The DC HUD Field Office will be completing on site compliance review on June 14, 2017.

#### Asset Management April 2017 ( See TAB 4 and TAB 6 of Board Report)

- PH Occupancy is 98% (105 units)
  - 507 Bickford burn unit –
    - Reconstruction has begun. The first payment application has been received. As of 5-12-17, the new roof is complete, windows have been installed, HVAC duct work completed and the electrical rough-ins are completed.
  - The CDBG smoke detector project is underway and is schedule to be completed the first week of June 2017.
- RELP One. Occupancy is 98% (56 units)
- RHEP Occupancy is 100% (4 units)
- Fireside Occupancy is 89% (236 units)

#### Housing Choice Voucher Program (HCV) Management

##### April 2017

- HCV Program voucher units leased for the month ending April 2017 was 95.82% and calendar year to date in April 2017 was 96.80%. HCV Program budget utilization for the month ending April was 104.05% and calendar year to date in April 2017 was 112.44%.
- The 50 unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 98% leased. The budget utilization year to date is 107%. HAP is currently underfunded by \$25,000 year to date; therefore the unit not utilized will remain unleased.

- The 5 unit Moderate Rehabilitation Single Room Occupancy (SRO) program for which funds are allocated dollar for dollar based on utilization is 100% leased.

#### Fireside Park

- Occupancy at Fireside Park as of April 2017 was 89%.
- Contract negotiations with the preferred respondent to the Property management RFP have begun. It is anticipated the new property management company will start July 2017.
- A site visit with Citi Bank is scheduled for May 16, 2017.
- Management has been working with the City of Rockville (COR) on the untapped meter issue. The COR will begin testing the water pressure and other testing. RHE is working with the engineering company Hazen and Sawyer to complete the engineering testing and studies required to determine the best solution to the water issue.
- Management was able to get the property tax assessed value reassessed to ultimately decrease the amount of property tax the property working with Clearview. The property is currently valued using the market adjustment factor and not the adjustment factor used to value affordable properties. The assessed value went from \$35,866,300 to \$31,747,200 a decrease of 11.5%.
- Refinance activities are underway with completed issuance of the following solicitations; appraisal, survey, environmental, market study and legal. The following solicitations for the architect, engineer and general contractor will be issued the week of May 15, 2017. The project remains on schedule for a fall bond application submittal.
- RHE is on the August 2, 2017, City Council Agenda for the annual Fireside Report.

#### 7:25 PM Actions and Discussion Items

Executive Director Anderson presented the following matters to the board for approval

##### *Budget cost saving by suspending employer 401K contributions*

7:36PM Commissioner Marr moved to postpone voting until financial reports could be thoroughly reviewed showing the impact of the savings on the budget.

Councilmember Pierzchala requested the financial reports be shown to mayor and council as well.

##### *Smoke Free Policy*

Commissioner Defino expressed concerns over the new policy having the condition of requiring residents who violate the smoke free policy sign up with resident services to sign up for smoking cessation services intrusive. The language of the smoke free policy was amended to remove the requirement for residents to get help stopping smoking to

and changed to a simple three strike policy in which the third lease violation resulting from violating the smoke free policy will result in a lease termination.

*Implementation Date of the Smoke Free Policy*

8:16 PM Commissioner Brooks moved to approve the implementation date of January 1, 2018. Vice Chair Duffy second the motion. Chair Canizares, Commissioner Marr voted yes Commissioner Defino voted no.

*Designated smoking area must be 25ft from any public housing unit and community center.*

8:20 PM Commissioner Brooks moved to approve the 25ft distance rule. Commissioner Marr seconded the motion. All present voted aye.

*Completely Smoke Free Community*

8:23PM Commissioner Marr moved to make David Scull community a completely smoke free community and not have designated smoking areas maintained by RHE. Commissioner Brooks seconded the motion, all present voted aye.

*Annual Plan Updates*

8:24 PM Vice Chair Duffy moved to approve the annual plan updates. Commissioner Defino seconded the motion, all present voted aye.

8:26 PM Commissioner Comments

Commissioner Brooks, shared that Amazon is interest in doing community events and possible scholarships, and this may be a great opportunity for RHE residents.

8:32 PM Adjourn

There being no further business to come before the Board of Commissioners at the time, Chair Canizares called for a motion to adjourn. A motion to adjourn was offered by Commissioner Brooks, Vice Chair Duffy second the motion. All present voted aye.

# Tab 2

**Rockville Housing Enterprises  
Executive Director's Report  
As of June 15, 2017**

**Activities during the month of May 2017**

Meetings/Activities

- Met with Citi Bank Capital for a site visit at Fireside Park on May 16, 2017.
- Attended the City of Rockville Housing Plan Presentation at City Council meeting on May 22, 2017.
- Monthly Fireside Park Owner's meeting held on May 30, 2017.
- RHE Resident Services held a property management interview workshop on May 20, 2017.
- RHE Resident Services department held a First Time Homebuyer's workshop held June 3, 2017.
- HUD Field Office Site visit held June 14, 2017.

Financial Management

- In the month of June HUD increased the operating subsidy proration from 85% to 92.89% which increased the public housing operating subsidy from \$38,595 to \$60,100. This unexpected funding increase eliminates the need for additional budget cuts. Management does not know if the funding proration increase will continue but the \$21,505 increase received in the month of June was a significant boost to the budget.

Additionally, in the month of June HUD approved a budget revision to the 2015 and 2016 Capital Fund grants which allowed RHE to utilize those funds for operations. RHE had been requesting this budget revision for over 5 months. The budget revision provided the cash flow needed to pay the upfront smoke detector installation and the construction invoices related to the rehabilitation of 507 Bickford (burned unit).

- During the HUD site visit, HUD confirmed the uncertain nature of funding cuts.

Asset Management May 2017 ( See TAB 4 and TAB 6 of Board Report)

- PH Occupancy is 98% (105 units)
  - 507 Bickford burn unit –
    - Reconstruction continues. The construction is 85% complete.
  - The CDBG smoke detector project has been completed. RHE has submitted the invoice to the City of Rockville .
- RELP One. Occupancy is 100% (56 units)
- RHEP Occupancy is 100% (4 units)
- Fireside Occupancy increased from 89% to 91% (236 units)

## Housing Choice Voucher Program (HCVP) Management

### May 2017

- HCV Program voucher units leased for the month ending May 2017 was 95.54% and calendar year to date in May 2017 was 97.21%. HCV Program budget utilization for the month ending May was 117.31% and calendar year to date in May 2017 was 107.07%.
- The 50 unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 98% leased.
- The 5 unit Moderate Rehabilitation Single Room Occupancy (SRO) program for which funds are allocated dollar for dollar based on utilization is 100% leased.

### Fireside Park

- Occupancy at Fireside Park as of the end of May 2017 was 91%.
- Contract negotiations with the preferred respondent to the Property management RFP continue. As of the date of this report, the contract negotiations have not concluded. It is anticipated the new property management company will start July 2017.
- Management continues to work with the City of Rockville (COR) on the untapped meter issue. The COR will begin testing the water pressure and other requested testing.
- Refinance activities continue with the procurement of services. The following solicitations have been completed; appraisal, survey, environmental, market study, legal, architect and general construction contractor. The project remains on schedule for a Fall bond application submittal.
- The architect and legal RFP submissions have been received.
  - Legal RFP – Ballard Spahr was the only legal firm to respond to the Request for Proposals for development legal services. RHE has worked with Ballard Spahr previously and they have an excellent reputation in the industry for working with Public Housing Authorities that are completing mixed finance development transactions. Management recommends approving Ballard Spahr as the legal representative for the Fireside Park refinance closing.
  - Architect RFP – RHE received two proposals from architecture firms for the architecture designs for the Fireside rehabilitation. The two companies are The Arcadia Group and Zavos Architecture Design, LLC. Both companies demonstrate local experience with Maryland Low Income Housing Tax Credit financed rehabilitation projects. The pricing is also comparable with The Arcadia Group being slightly less than Zavos. The Arcadia group however is willing to defer payment until the project completes the financial closing. Therefore management recommends the selection of the Arcadia Group to serve as the architect of record for the project.
- RHE is on the September 11, 2017, City Council Agenda for the annual Fireside Report.

**Resident Services Department**

As of June, 2017

**26 PH Participants**

**40 HCV Participants**

YTD – 3 FSS Completions

11 Enrolled in College

1 Vocational School/ Training

1 PH resident moving without subsidy

2 Homeowners

11- Referrals to Julies Love for Job Skills

**May Activities**

Celestial Manna food distribution - Every Monday

Nourish Now food distribution – Every Friday

Bernie Scholarship Award Ceremony – May 18, 2017

Property Management Training and Interview workshop – May 20, 2017

**Upcoming June Activities**

Father's Day Event - June 28, 2017

**TAB 3**

**Rockville Housing Enterprises  
Monthly Financial Statement Review**

**Month Ending May 2017**

**Public Housing Program (PH) (108 PH Units)**

The Net Income on the PH Cash Flow Report indicates a positive \$73,723.06 for the month ending May 2017 and a positive \$49,873.05 year to date. PH positive year -to-date NOI for month ending May 2017 is due to an increase in revenues including the Capital Fund grant budget revision in the amount of \$106,568, and the City of Rockville Water savings program grant in the amount of \$5,000 as well as decreases in expenses such as legal, postage, copier and utilities for this month.

**Housing Choice Voucher (HCV) Program (359 Regular Vouchers ; 50 Mainstream Vouchers)**

The Administrative (UNA) Unrestricted Net Asset Cash Flow Report indicates a positive Net Operating Income (NOI) of \$4,003.86 for the month ending May 2017 and a negative NOI of (\$12,184.53) year to date. The negative NOI year-to-date is decreasing and positive month ending increase is due a decrease in administrative salaries, staff training, criminal records check and postage expenses.

The Housing Assistance Payments (HAP) Net Restricted Asset (NRA) Cash Flow Statement, Indicates a negative NOI of (\$54,790.26) for the month of May and a positive year to date NOI of \$38,823.67. The negative NOI for the month is due to an increase in HAP expenses.

**Mod Rehab Program (5 Mod Vouchers)**

The Mod Rehab Program has a NOI of positive \$1201.05 for the month ending May 2017 and a year to date positive NOI of \$5,426.40.

**RELP – (56 Low Income Housing Tax Credit Units)**

The Income Statement for the month ending May 2017 indicates a positive NOI of \$4,713.30 and a positive NOI of \$57,399.57 for the year.

**RHE Properties (4 – Affordable Units)**

The Income Statement for the month ending May 2017 indicates a positive NOI of \$4,048.29 and a year to date positive NOI of \$9,925.23. The increasing, positive NOI is due to an increase in rental collections.

**RHE Corp/Dev (RHE-RELP General Partner/Account for non-federal funds)**

The cash basis net income is for year to date for month of May is a positive \$14,127.00. The cash basis net income is for year to date is a positive NOI of \$5,016.88. The positive NOI for the month is due to an increase in revenues for the Partnership Asset MGMT Fees. This entity does not received regular income.

**RHE FIRESIDE PARK**

The Income Statement for the month ending May 2017 indicates an NOI of \$160,471.09, approximately \$19,267.91 lower than the budgeted amount for that period. The year to date NOI is \$695,896.23.

**Public Housing**  
**Financials**  
**May 2017**

RHE - PUBLIC HOUSING  
Unrestricted Net Assets - 12 Periods  
For October 1, 2016 through September 30, 2017

	Budget	October	November	December	January	February	March	April	May	YTD	Variance	
RENTAL RECEIPTS	530,000.00	49,514.29	48,050.70	40,638.27	55,764.85	54,351.43	50,847.00	49,145.60	51,304.34	399,616.48	130,383.52	75%
FSS GRANT - 2015	28,000.00	2,392.50	2,000.00	2,352.50	2,372.00	2,372.00	2,372.00	2,372.00	2,372.50	18,605.50	9,394.50	66%
ROSS GRANT - 2016	57,127.00	4,706.00	4,000.00	4,000.00	4,760.00	4,760.00	10,260.00	4,760.00	5,000.00	42,246.00	14,881.00	74%
ROSS GRANT - 2016 ADMIN	5,000.00											0%
RELP LOAN PYMT	8,000.00									-	8,000.00	0%
RELP ASSET MGMT FEE EARNED	24,000.00											0%
NSF FEES	50.00			20.00						20.00	30.00	40%
HUD GRANTS ROSS										-	-	#DIV/0!
INTEREST REVENUE - INVESTMENTS	10.00			3.84			3.81		1.62	9.27	0.73	93%
OTHER INCOME	13,000.00	683.00	490.73	188.59	330.00	429.39	289.69	185.69	189.28	2,786.37	10,213.63	21%
PROPERTY MGMT FEE	77,100.00	6,318.04	6,496.00	6,294.88	6,226.48	6,162.96	6,384.06	6,380.00	6,380.00	50,642.42	26,457.58	66%
MAINTENANCE FEES	17,000.00	873.19	796.36	1,326.47	1,632.78	1,762.76	1,127.77	1,099.26	1,221.95	9,840.54	7,159.46	58%
INSURANCE REIMBURSEMENT	125,000.00											
CAPITAL FUND OPER-2015	42,946.00				8,662.82				4,110.18	12,773.00	30,173.00	30%
CAPITAL FUND OPER-2016	121,637.00						5,670.00		102,458.00	108,128.00	13,509.00	89%
CAPITAL FUND OPER-2017	132,000.00									-	132,000.00	0%
CDBG	55,000.00									-	55,000.00	0%
WATER GRANT (TOILETS)									5,000.00	5,000.00	(5,000.00)	#DIV/0!
OPERATING SUBSIDY	483,000.00	45,704.00	44,596.00	43,083.00	42,208.00	42,209.00	38,436.00	31,526.00	38,595.00	326,357.00	156,643.00	68%
<b>Total Revenues</b>	<b>1,718,870.00</b>	<b>110,191.02</b>	<b>106,429.79</b>	<b>97,907.55</b>	<b>121,956.93</b>	<b>112,047.54</b>	<b>115,390.33</b>	<b>95,468.55</b>	<b>216,632.87</b>	<b>976,024.58</b>	<b>742,845.42</b>	<b>57%</b>
<b>Gross Profit</b>	<b>1,718,870.00</b>	<b>110,191.02</b>	<b>106,429.79</b>	<b>97,907.55</b>	<b>121,956.93</b>	<b>112,047.54</b>	<b>115,390.33</b>	<b>95,468.55</b>	<b>216,632.87</b>	<b>976,024.58</b>	<b>742,845.42</b>	<b>57%</b>
ADMINISTRATIVE SALARIES	323,732.00	22,107.11	28,406.59	37,763.39	28,333.16	42,218.26	36,546.12	35,190.35	28,928.62	259,493.60	64,238.40	80%
SALARIES-FSS GRANT	23,392.00	1,709.22	1,709.22	2,563.84	1,709.22	1,709.22	1,670.38	1,670.38	1,670.38	14,411.86	8,980.14	62%
SALARIES-ROSS GRANT	48,994.00	3,076.94	3,076.93	4,615.40	3,076.93	3,076.93	2,830.77	2,830.77	2,830.77	25,415.44	23,578.56	52%
EMPLOYEE BENEFITS CONTRIBUTION	91,204.00	8,302.22	8,321.34	10,234.38	13,464.18	9,153.74	10,669.78	9,796.49	10,198.34	80,140.47	11,063.53	88%
EMPLOYEE BENEFITS CONTRIBUTION-FSS	4,608.00	280.60	280.60	310.70	431.72	370.48	271.51	230.96	230.96	2,407.53	2,200.47	52%
EMPLOYEE BENEFITS CONTRIBUTION-ROSS	8,133.00	(483.55)	277.05	351.96	639.75	639.77	598.42	416.17	416.15	2,855.72	5,277.28	35%
MAINTENANCE SALARIES	129,120.00	9,943.30	9,581.35	14,534.73	8,674.49	8,760.68	8,693.26	9,427.19	9,938.90	79,553.90	49,566.10	62%
MERIT AWARD	1,500.00	250.00				1,500.00				1,750.00	(250.00)	117%
RESIDENT SERVICES	3,000.00	100.00		98.08	313.70				59.56	571.34	2,428.66	19%
LEGAL EXPENSE	20,000.00	1,385.28	1,241.32	766.08	1,058.37	341.25	2,188.60	6,770.48	1,373.76	15,125.14	4,874.86	76%
STAFF TRAINING	10,000.00	1,359.95		2,214.77	101.60		1,565.54	1,734.00		6,975.86	3,024.14	70%
TRAVEL	100.00				20.00		58.11			78.11	21.89	78%
PUBLICATIONS								75.00		75.00	(75.00)	
DONATIONS									200.00	200.00	(200.00)	
SCHORLARSHIP CONTRIBUTION	1,000.00									-	1,000.00	0%
OTHER CONSULTANTS	18,000.00				500.00	4,718.04	4,647.02	1,835.84	1,319.50	13,020.40	4,979.60	72%
OTHER ACCOUNTING SVCS/FINANCE	15,000.00	140.00	22.75	10,121.60	1,771.00	825.00	645.75	250.25		13,776.35	1,223.65	92%
PAYROLL SERVICES	8,000.00	415.97	415.97	850.12	758.39	424.18	448.30	432.02	428.27	4,173.22	3,826.78	52%
PETTY CASH	500.00									-	500.00	0%
AUDITING FEES	18,000.00									-	18,000.00	0%
OFFICE RENT	57,000.00	4,299.60	4,299.60	4,299.60	4,299.60	4,299.60	4,299.60	4,299.60	4,299.60	34,396.80	22,603.20	60%
OFFICE UTILITIES	6,000.00	664.85	396.88	414.94	590.16	570.88	513.94	493.57	280.40	3,925.62	2,074.38	65%
OFFICE FURNITURE	500.00										500.00	0%
SUNDRY - ADMINSTRATIVE				-						-	-	
BANK FEES	500.00	20.00	20.00	33.00	20.00	53.00	20.00	20.00	20.00	206.00	294.00	41%
REAC INSPECTIONS	3,000.00									-	3,000.00	0%
TELEPHONE EXPENSES	15,000.00	1,231.44	1,244.93	1,249.90	1,247.27	1,271.09	1,390.70	1,128.79	1,109.83	9,873.95	5,126.05	66%
COMPUTER EQUIPMENT & SUPPORT	5,000.00	727.90			235.41				580.93	1,544.24	3,455.76	31%
MONTHLY ADMIN FEES		70.00	70.00		70.00	70.00		210.00		490.00	(490.00)	
SOFTWARE EXPENSES	45,000.00									-	45,000.00	0%
POSTAGE	5,500.00		748.56	4.82	350.00	317.82	421.06	830.33	448.45	3,121.04	2,378.96	57%
ADVERTISING	500.00						42.77			42.77	457.23	9%
HTG & A/C PARTS										-	-	#DIV/0!
OFFICE EXPENSES	12,000.00	784.21	505.01	613.50	436.71	1,035.59	1,379.21	833.88	578.19	6,166.30	5,833.70	51%
COPIER EXPENSES	5,000.00	189.00	189.00	237.30	189.00	189.00	189.00	554.03	189.00	1,925.33	3,074.67	39%
MEMBERSHIP DUES	3,600.00	424.00		210.00			699.70	209.30		1,543.00	2,057.00	43%
CRIMINAL RECORDS CHECK	2,000.00			125.50				72.22		197.72	1,802.28	10%
COPIER RENTAL	6,000.00	486.01	486.01	486.01	486.01	486.01	486.01	486.01	486.01	3,888.08	2,111.92	65%
DOCUMENT SHREDDING	1,500.00		82.39	164.27	91.87	82.39	82.39	82.39	82.39	668.09	831.91	45%
FINANCE FEES	600.00		153.42			89.00	48.06			290.48	309.52	48%
COMM CTR REFUND								50.00		50.00	(50.00)	
WATER	60,000.00	12,115.86		14.12	8,984.51	57.28	556.61	11,903.20	114.99	33,746.57	26,253.43	56%

	Budget	October	November	December	January	February	March	April	May	YTD	Variance	
SEWER	47,000.00	11,087.94		20.75	9,442.46	84.70	540.87	10,991.56	166.65	32,334.93	14,665.07	69%
ELECTRICITY	82,000.00	9,450.46	5,119.29	4,905.75	5,295.75	7,501.84	5,488.60	5,267.89	5,100.45	48,130.03	33,869.97	59%
GAS	7,000.00	533.46	288.93	450.76	620.71	600.81	628.91	(50.92)	109.33	3,181.99	3,818.01	45%
FUEL	5,500.00	823.70	132.74	101.85	159.09	1,200.00	289.41	181.96	585.95	3,474.70	2,025.30	63%
ELECTRICAL CONTRACT	1,500.00									-	1,500.00	0%
MATERIALS	1,000.00									-	1,000.00	0%
JANITORIAL SUPPLIES	3,000.00	282.78	39.91	535.00	172.36	117.48	60.06	217.01	146.61	1,571.21	1,428.79	52%
GROUPS SUPPLIES-EQUIPMENT	4,000.00	960.00	100.38	(36.30)	60.16		773.72			1,857.96	2,142.04	46%
APPLIANCE SUPPLIES	500.00		(73.90)							(73.90)	573.90	-15%
HARDWARE SUPPLIES	10,000.00	1,784.27	2,488.93	14.16	358.17	536.61	261.54	537.85	1,326.63	7,308.16	2,691.84	73%
PAINTING SUPPLIES	1,500.00		15.63						181.34	196.97	1,303.03	13%
PLUMBING SUPPLIES	3,400.00	399.59	462.52	191.69	13.17	350.81	316.33	472.76	437.75	2,644.62	755.38	78%
ELECTRICAL SUPPLIES	800.00									-	800.00	0%
HTG & A/C PARTS	1,100.00	5.28		76.62	268.45	104.50			16.28	471.13	628.87	43%
APPLIANCES	10,000.00	945.00	2,034.00	980.00	1,100.00				550.00	5,609.00	4,391.00	56%
APPLIANCE PARTS	500.00									-	500.00	0%
MAINTENANCE RENTAL EQUIPMENT	500.00		66.96							66.96	433.04	13%
UNIFORMS - COST & CLEANING	500.00									-	500.00	0%
REAL ESTATE TAXES	11,000.00		4,657.32	6,204.15						10,861.47	138.53	99%
SUPPLY RESERVE	500.00									-	500.00	0%
APPLIANCES-hot water heater	5,000.00									-	5,000.00	0%
CONSTRUCTION CONTRACT COST	5,000.00			700.00		400.00				1,100.00	3,900.00	22%
MOLD HAZARD INSPECTION	3,000.00			1,500.00						1,500.00	1,500.00	50%
LEAD BASED PAINT INSPECTION FEES	2,000.00		210.00							210.00	1,790.00	11%
REAC INSPECTION REPAIRS	3,000.00									-	3,000.00	0%
ELECTRICAL EQUIPMENT	6,000.00	210.82			1,667.98			2,174.77		4,053.57	1,946.43	68%
EXTERMINATION CONTRACT	12,000.00	1,050.00	710.00	560.00	560.00	1,140.00	560.00	795.00	1,660.00	7,035.00	4,965.00	59%
PAINTING CONTRACT	13,000.00									-	13,000.00	0%
PLUMBING CONTRACTS	35,000.00	7,469.00	2,195.00	4,347.00	420.00		2,920.00	1,563.00		18,914.00	16,086.00	54%
HTG & A/C REPAIRS - CONTRACT	18,000.00	378.00	1,000.00	200.00	1,226.00		572.00		120.00	3,496.00	14,504.00	19%
VEHICLE REPAIRS	4,000.00	1,366.64	1,433.96		142.70					2,943.30	1,056.70	74%
MOVERS/EVICTIONS	1,500.00									-	1,500.00	0%
STORAGE	1,500.00	226.00	113.00	113.00	122.00	122.00	122.00	122.00	122.00	1,062.00	438.00	71%
SNOW REMOVAL	8,000.00									-	8,000.00	0%
HOTEL/EMERGENCY MAINT	4,000.00	-	994.33					2,544.00		2,544.00	5,456.00	32%
LEAD BASED INSPECTION	8,000.00	250.00			3,210.00					994.33	3,005.67	25%
UNIT TURNAROUND	18,000.00	2,025.00	1,620.50		1,440.00	144.00	1,372.00			3,460.00	4,540.00	43%
GARBAGE & TRASH REMOVAL	2,000.00	24.08	184.80	176.96	98.56	127.68	162.96	131.04	99.68	6,601.50	11,398.50	37%
PROTECTIVE SERVICES	1,000.00			184.70	100.80	10.00	50.40		50.40	1,005.76	994.24	50%
URP EXPENSES	12,500.00	720.00	720.00	649.00	1,015.30	889.00	873.00	2,409.00	784.00	396.30	603.70	40%
PROPERTY INSURANCE	15,500.00									8,059.30	4,440.70	64%
COLLECTION LOSS										-	15,500.00	0%
OTHER GENERAL EXPENSES							91.25			-	-	#DIV/0!
EXTRAORDINARY MAINTENANCE	15,000.00	8,979.69	8,622.00		1,821.10		1,535.00	9,632.16	63,584.12	91.25	(91.25)	#DIV/0!
CAPITAL FUND EXP	164,583.00		-							94,174.07	(79,174.07)	628%
FSS ESCROW CONTRIBUTIONS	45,000.00	3,898.00	6,152.00	4,287.00	7,550.00	3,241.00	2,628.99	2,551.00	2,083.00	-	164,583.00	0%
EXTERIOR LIGHTING	200.00									32,390.99	12,609.01	72%
CIRCUIT BREAKER REPLACEMENTS										-	200.00	0%
509 BICKFORD	125,000.00									-	-	#DIV/0!
SMOKE DETECTORS	46,600.00									-	125,000.00	0%
										-	46,600.00	0%
Total Expenses	1,718,666.00	122,469.62	100,817.22	118,440.10	114,717.81	98,829.64	100,209.65	131,373.30	142,909.19	929,766.53	788,899.47	54%
Net Income	204.00	(12,278.60)	5,612.57	(20,532.55)	7,239.12	13,217.90	15,180.68	(35,904.75)	73,723.68	46,258.05	(46,054.05)	22676%

RHE - PUBLIC HOUSING 2017  
Admin Cash Flow  
For the Eight Months Ending May 31, 2017

		Current Month	Year to Date
Revenues			
1111.01	RENATL RECEIPTS	\$ 51,304.34	\$ 399,616.48
2500.15	FSS GRANT - 2015	2,372.50	18,605.50
2501.15	ROSS GRANT-2015	5,000.00	42,246.00
3120.00	EXCESS UTILITIES	1,357.18	15,192.50
3120.01	NSF FEES	-	20.00
3610.00	INTEREST REVENUE - INVESTMENTS	1.62	9.27
3690.00	OTHER INCOME	189.28	2,786.37
3690.01	LATE CHARGES	519.55	4,930.45
3690.09	PROPERTY MGMT FEE	6,380.00	50,642.42
3690.10	MAINTENANCE FEES	1,221.95	9,840.54
3690.11	FSS ESCROW FORFEITURES	-	1,305.45
3690.16	CAPITAL FUND OPER-2015	4,110.18	12,773.00
3690.17	CAPITAL FUND OPER-2016	102,458.00	108,128.00
3690.97	GRANT - WATER (TOILETS)	5,000.00	5,000.00
8020.00	OPERATING SUBSIDY	38,595.00	326,357.00
	Total Revenues	218,509.60	997,452.98
	Gross Profit	218,509.60	997,452.98
Expenses			
4110.00	ADMINSTRATIVE SALARIES	28,928.62	259,493.60
4110.03	MERIT AWARD	-	1,750.00
4110.05	SALARIES - FSS GRANT	1,670.38	14,411.86
4110.06	SALARIES - ROSS GRANT	2,830.77	25,415.44
4120.00	RESIDENT SERVICES	59.56	373.26
4130.00	LEGAL EXPENSE	1,373.76	15,125.14
4140.00	STAFF TRAINING	-	6,975.86
4150.00	TRAVEL	-	78.11
4160.00	PUBLICATIONS	-	75.00
4161.00	DONATIONS	200.00	200.00
4167.00	OTHER CONSULTANTS	1,319.50	26,796.73
4170.04	PAYROLL SERVICES	428.27	4,173.22
4180.00	OFFICE RENT	4,299.60	34,396.80
4180.01	OFFICE UTILITIES	280.40	3,925.62
4190.01	BANK FEES	20.00	206.00
4190.03	TELEPHONE EXPENSES	1,109.83	9,873.95
4190.04	COMPUTER EQUIPMENT & SUPPORT	580.93	1,544.24
4190.05	MONTHLY ADMIN FEES	-	490.00
4190.07	POSTAGE	448.45	3,121.04
4190.08	ADVERTISING	-	42.77
4190.10	OFFICE EXPENSES	578.19	6,166.30
4190.13	COPIER EXPENSES	189.00	1,925.33
4190.15	MEMBERSHIP DUES	-	1,543.00
4190.16	BANK FEES	-	290.48
4190.17	CRIMINAL RECORDS CHECK	-	197.72
4190.19	COPIER RENTAL	486.01	3,888.08
4190.20	DOCUMENT SHREDDING	82.39	668.09
4190.25	COMM CTR REFUND	-	50.00
4310.00	WATER	114.99	33,746.57
4310.01	SEWER	166.65	32,334.93
4320.00	ELECTRICITY	5,100.45	48,130.03
4330.00	GAS	109.33	3,181.99
4340.00	FUEL	585.95	3,474.70
4400.00	MAINTENANCE SALARIES	9,938.90	79,553.90
4420.01	JANITORIAL SUPPLIES	146.61	1,571.21
4420.02	GROUPS SUPPLIES	-	1,857.96
4420.03	APPLIANCE SUPPLIES	-	(73.90)
4420.04	HARDWARE SUPPLIES	1,326.63	7,308.16
4420.05	PAINTING SUPPLIES	181.34	196.97
4420.06	PLUMBING SUPPLIES	437.75	2,644.62
4420.09	HTG & A/C PARTS	16.28	471.13
4420.10	APPLIANCES	550.00	5,609.00
4420.12	MAINTENANCE RENTAL EQUIPMENT	-	66.96
4420.16	REAL ESTATE TAXES	-	10,861.47
4430.00	CONSTRUCTION CONTRACT COST	-	1,100.00

		Current Month	Year to Date
4430.02	MOLD HAZARD INSPECTION	-	1,500.00
4430.03	LEAD BASED PAINT INSPCT FEES	-	210.00
4430.05	ELECTRICAL EQUIPMENT	-	4,053.57
4430.06	EXTERMINATION CONTRACT	1,660.00	7,035.00
4430.08	PLUMBING CONTRACTS	-	18,914.00
4430.12	HTG & A/C REPAIRS - CONTRACT	120.00	3,496.00
4430.13	VEHICLE REPAIRS	-	2,943.30
4430.16	STORAGE	122.00	1,062.00
4430.17	SNOW REMOVAL	-	2,544.00
4430.18	HOTEL/EMERGENCY MAINT	-	994.33
4430.20	LEAD PAINT INSPECTION	-	3,460.00
4430.51	UNIT TURNAROUND	-	6,601.50
4431.00	GARBAGE & TRASH REMOVAL	99.68	1,005.76
4480.00	PROTECTIVE SERVICES	50.40	396.30
4500.00	URP EXPENSES	784.00	8,059.30
4540.00	EMPLOYEE BENEFITS CONTRIBUTION	10,198.34	80,140.47
4540.01	EMPLOYEE BENEFITS-FSS	230.96	2,407.53
4540.02	EMPLOYEE BENEFITS-ROSS	416.15	2,855.72
4590.00	OTHER GENERAL EXPENSES	-	91.25
4590.01	MONTGOMERY GRANT ALLIANCE	-	198.08
4610.02	EXTRAORDINARY MAINTENANCE	63,584.12	94,174.07
4718.00	FSS ESCROW CONTRIBUTIONS	2,083.00	32,390.99
	Total Expenses	142,909.19	929,766.51
	Net Income	\$ 75,600.41	\$ 67,686.47

RHE - PUBLIC HOUSING 2017  
Income Statement  
For the Eight Months Ending May 31, 2017

		Current Month	Year to Date
Revenues			
2500.15	FSS GRANT - 2015	\$ 2,372.50	\$ 18,605.50
2501.15	ROSS GRANT-2015	5,000.00	42,246.00
3110.00	DWELLING RENTALS	48,251.00	372,045.00
3120.00	EXCESS UTILITIES	1,357.18	15,192.50
3120.01	NSF FEES	0.00	20.00
3610.00	INTEREST REVENUE - INVESTMEN	1.62	9.27
3690.00	OTHER INCOME	189.28	2,786.37
3690.01	LATE CHARGES	519.55	4,930.45
3690.09	PROPERTY MGMT FEE	6,380.00	50,642.42
3690.10	MAINTENANCE FEES	1,221.95	9,840.54
3690.11	FSS ESCROW FORFEITURES	0.00	1,305.45
3690.16	CAPITAL FUND OPER-2015	4,110.18	12,773.00
3690.17	CAPITAL FUND OPER-2016	102,458.00	108,128.00
3690.97	GRANT - WATER (TOILETS)	5,000.00	5,000.00
8020.00	OPERATING SUBSIDY	38,595.00	326,357.00
	Total Revenues	215,456.26	969,881.50
	Gross Profit	215,456.26	969,881.50
Expenses			
4110.00	ADMINSTRATIVE SALARIES	28,928.62	259,493.60
4110.03	MERIT AWARD	0.00	1,750.00
4110.05	SALARIES - FSS GRANT	1,670.38	14,411.86
4110.06	SALARIES - ROSS GRANT	2,830.77	25,415.44
4120.00	RESIDENT SERVICES	59.56	373.26
4130.00	LEGAL EXPENSE	1,373.76	15,125.14
4140.00	STAFF TRAINING	0.00	6,975.86
4150.00	TRAVEL	0.00	78.11
4160.00	PUBLICATIONS	0.00	75.00
4161.00	DONATIONS	200.00	200.00
4167.00	OTHER CONSULTANTS	1,319.50	26,796.73
4170.04	PAYROLL SERVICES	428.27	4,173.22
4180.00	OFFICE RENT	4,299.60	34,396.80
4180.01	OFFICE UTILITIES	280.40	3,925.62
4190.01	BANK FEES	20.00	206.00
4190.03	TELEPHONE EXPENSES	1,109.83	9,873.95
4190.04	COMPUTER EQUIPMENT & SUPPOR	580.93	1,544.24
4190.05	MONTHLY ADMIN FEES	0.00	490.00
4190.07	POSTAGE	448.45	3,121.04
4190.08	ADVERTISING	0.00	42.77
4190.10	OFFICE EXPENSES	578.19	6,166.30
4190.13	COPIER EXPENSES	189.00	1,925.33
4190.15	MEMBERSHIP DUES	0.00	1,543.00
4190.16	BANK FEES	0.00	290.48
4190.17	CRIMINAL RECORDS CHECK	0.00	197.72
4190.19	COPIER RENTAL	486.01	3,888.08
4190.20	DOCUMENT SHREDDING	82.39	668.09
4190.25	COMM CTR REFUND	0.00	50.00
4310.00	WATER	114.99	33,746.57
4310.01	SEWER	166.65	32,334.93
4320.00	ELECTRICITY	5,100.45	48,130.03
4330.00	GAS	109.33	3,181.99
4340.00	FUEL	585.95	3,474.70
4400.00	MAINTENANCE SALARIES	9,938.90	79,553.90
4420.01	JANITORIAL SUPPLIES	146.61	1,571.21
4420.02	GROUND SUPPLIES	0.00	1,857.96
4420.03	APPLIANCE SUPPLIES	0.00	(73.90)
4420.04	HARDWARE SUPPLIES	1,326.63	7,308.16

For Management Purposes Only

RHE - PUBLIC HOUSING 2017  
Income Statement  
For the Eight Months Ending May 31, 2017

		Current Month	Year to Date
4420.05	PAINTING SUPPLIES	181.34	196.97
4420.06	PLUMBING SUPPLIES	437.75	2,644.62
4420.09	HTG & A/C PARTS	16.28	471.13
4420.10	APPLIANCES	550.00	5,609.00
4420.12	MAINTENANCE RENTAL EQUIPME	0.00	66.96
4420.16	REAL ESTATE TAXES	0.00	10,861.47
4430.00	CONSTRUCTION CONTRACT COST	0.00	1,100.00
4430.02	MOLD HAZARD INSPECTION	0.00	1,500.00
4430.03	LEAD BASED PAINT INSPCT FEES	0.00	210.00
4430.05	ELECTRICAL EQUIPMENT	0.00	4,053.57
4430.06	EXTERMINATION CONTRACT	1,660.00	7,035.00
4430.08	PLUMBING CONTRACTS	0.00	18,914.00
4430.12	HTG & A/C REPAIRS - CONTRACT	120.00	3,496.00
4430.13	VEHICLE REPAIRS	0.00	2,943.30
4430.16	STORAGE	122.00	1,062.00
4430.17	SNOW REMOVAL	0.00	2,544.00
4430.18	HOTEL/EMERGENCY MAINT	0.00	994.33
4430.20	LEAD PAINT INSPECTION	0.00	3,460.00
4430.51	UNIT TURNAROUND	0.00	6,601.50
4431.00	GARBAGE & TRASH REMOVAL	99.68	1,005.76
4480.00	PROTECTIVE SERVICES	50.40	396.30
4500.00	URP EXPENSES	784.00	8,059.30
4540.00	EMPLOYEE BENEFITS CONTRIBUTI	10,198.34	80,140.47
4540.01	EMPLOYEE BENEFITS-FSS	230.96	2,407.53
4540.02	EMPLOYEE BENEFITS-ROSS	416.15	2,855.72
4590.00	OTHER GENERAL EXPENSES	0.00	91.25
4590.01	MONTGOMERY GRANT ALLIANCE	0.00	198.08
4610.02	EXTRAORDINARY MAINTENANCE	63,584.12	94,174.07
4718.00	FSS ESCROW CONTRIBUTIONS	2,083.00	32,390.99
	Total Expenses	<u>142,909.19</u>	<u>929,766.51</u>
	Net Income	<u>\$ 72,547.07</u>	<u>\$ 40,114.99</u>

## RHE - PUBLIC HOUSING 2017

## Balance Sheet

May 31, 2017

## ASSETS

## Current Assets

RHE GEN FUND	\$	251,698.76
RHE PAYROLL		(0.04)
RHE SECURITY DEPOSIT		48,365.41
FSS ESCROW		73,923.83
GEN FUND INVESTMENTS		28,936.34
PETTY CASH		306.10
ACCOUNTS RECEIVABLE TENANTS		945.12
ALLOWANCE FOR DOUBTFUL ACCT		(2,765.55)
NON-CURRENT NOTES RECEIVABLE		154,473.40
REPAYMENT AGREEMENTS		4,319.93
ALLOWANCE FOR REPAYMENT AG		(2,159.97)
ACCOUNTS RECEIVABLE - VOUCHER		10,543.82
NOTES RECEIVABLE - RELP ONE LP		6,630.05
ACCRUED INTEREST RECEIVABLE		4,663.04

Total Current Assets		579,880.24
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## Property and Equipment

LAND	424,235.00
BUILDING	11,278,855.10
DWELLING EQUIPMENT	88,137.00
OFFICE FURNITURE & EQUIPMENT	144,791.12
ACCUMULATED DEPRECIATION	(8,897,346.20)

Total Property and Equipment		3,038,672.02
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## Other Assets

PREPAID INSURANCE	(1,316.48)
PREPAID SUPPORT	13,164.80

Total Other Assets		11,848.32
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Total Assets	\$	3,630,400.58
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## LIABILITIES AND CAPITAL

## Current Liabilities

VENDORS & CONTRACTS	\$	13,422.72
TENANTS SECURITY DEPOSITS		50,923.06
PAYROLL DEDUCTIONS		0.01
PAYROLL DEDUCTION - OTHER		18,322.16
PAYROLL DEDUCTION AFLAC FLEX		3,915.70
PAYROLL - THIRD PARTY PYMTS		1,984.21
ACCOUNTS PAYABLE - HCV		18,605.50
ACCRUED PAYROLL		25,503.79
COMPENSATED ABSENCES		5,180.20
COMPENSATED ABSENCES - NONCU		46,624.10
FSS ESCROW		94,029.52
COMMUNITY CTR RENTAL		200.00
TENANTS PREPAID RENT		7,284.99

Total Current Liabilities		285,995.96
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## Long-Term Liabilities

Total Long-Term Liabilities		0.00
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Total Liabilities		285,995.96
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Unaudited - For Management Purposes Only

RHE - PUBLIC HOUSING 2017  
Balance Sheet  
May 31, 2017

Capital		
INVESTED IN CAPITAL ASSETS NET	3,038,671.96	
UNRESTRICTED NET POSITION - AD	154,109.22	
RESTRICTED NET ASSETS - HAP	111,508.45	
Net Income	40,114.99	
	<hr/>	
Total Capital		3,344,404.62
		<hr/>
Total Liabilities & Capital	\$	3,630,400.58
		<hr/> <hr/>

Housing Choice  
Voucher Program

Financials

May 2017

RHE - HCV  
Unrestricted Net Assets - 12 Periods  
For October 1, 2016 through September 30, 2017

	BUDGET	October	November	December	January	February	March	April	May	YTD	Variance	
FSS GRANT CONTRIBUTIONS	28,000.00	2,392.50	2,000.00	2,352.50	2,372.00	2,372.00	2,372.00	2,372.00	2,372.50	18,605.50	9,394.50	66%
ADMIN FEES	350,000.00	33,444.00	32,519.00	64,941.00		32,421.00	31,379.00	31,379.00	27,831.00	253,914.00	96,086.00	73%
ADMIN FEE - MAINSTREAM										-	-	
ADMIN FEES - MOD REHAB										-	-	
ADMIN FEE - PORT IN	35,000.00	4,149.88	4,071.78	1,955.29	2,603.17	2,803.86	190.60	736.71	190.60	16,701.89	18,298.11	48%
<b>Total Revenues</b>	<b>413,000.00</b>	<b>39,986.38</b>	<b>38,590.78</b>	<b>69,248.79</b>	<b>4,975.17</b>	<b>37,596.86</b>	<b>33,941.60</b>	<b>34,487.71</b>	<b>30,394.10</b>	<b>289,221.39</b>	<b>123,778.61</b>	<b>70%</b>
<b>Gross Profit</b>	<b>413,000.00</b>	<b>39,986.38</b>	<b>38,590.78</b>	<b>69,248.79</b>	<b>4,975.17</b>	<b>37,596.86</b>	<b>33,941.60</b>	<b>34,487.71</b>	<b>30,394.10</b>	<b>289,221.39</b>	<b>123,778.61</b>	<b>70%</b>
ADMINISTRATIVE SALARIES	193,725.00	21,959.48	30,841.49	43,829.40	23,197.73	19,138.79	6,032.07	19,085.55	13,294.14	177,378.65	16,346.35	92%
ADMIN SALARIES-FSS COORDINATOR	23,392.00	1,709.22	1,709.22	5,063.83	1,709.22	1,709.22	1,670.38	1,670.38	1,670.38	16,911.85	6,480.15	72%
EMPLOYEE BENEFITS CONTRIBUTION	39,016.00	5,203.56	5,247.98	6,103.55	8,601.18	5,671.92	5,865.87	4,823.96	4,654.64	46,172.66	(7,156.66)	118%
FSS COORDINATOR - BENEFITS	4,608.00	280.60	280.61	310.70	431.72	368.60	271.50	230.96	230.96	2,405.65	2,202.35	52%
MERIT AWARD	750.00	250.00								250.00	500.00	33%
LEGAL EXPENSE	5,000.00			682.50	828.75	601.25				2,112.50	2,887.50	42%
STAFF TRAINING	6,000.00	1,243.49		1,318.72			288.00	2,120.36	1,285.39	6,255.96	(255.96)	104%
TRAVEL	200.00			(65.00)						(65.00)	265.00	-33%
OTHER CONSULTANTS/QC STAFF SUPP	15,000.00				500.00		2,159.00	902.28		3,561.28	11,438.72	24%
FEE ACCOUNTANT/FINANCE CONSULT	6,560.00	60.00	9.75	6,747.74	759.00		146.25		97.50	7,820.24	(1,260.24)	119%
PETTY CASH	250.00									-	250.00	0%
AUDITING FEES	5,292.00									-	5,292.00	0%
OFFICE RENT	27,060.00	1,863.16	3,881.33	1,863.16	1,863.16	1,863.16	1,863.16	1,863.16	1,863.16	16,923.45	10,136.55	63%
OFFICE - UTILITIES	2,100.00	288.10	171.98	179.80	255.74	247.38	222.71	213.88	121.51	1,701.10	398.90	81%
OFFICE FURNITURE	1,500.00									-	1,500.00	0%
SUNDRY - ADMINISTRATIVE										-	-	#DIV/0!
BANK FEES	600.00	20.00	86.00	20.00	86.78	20.00	86.00	20.00	27.55	366.33	233.67	61%
HQS INSPECTIONS	10,000.00	1,120.00	699.00	249.00	442.00		1,097.00		1,555.00	5,162.00	4,838.00	52%
TELEPHONE EXPENSES	5,000.00	453.69	459.46	475.84	393.69	470.69	521.93	483.78	475.66	3,734.74	1,265.26	75%
COMPUTER EQUIPMENT & SUPPORT	2,000.00	311.96			100.90				248.98	661.84	1,338.16	33%
MONTHLY ADMIN FEES	400.00	30.00	30.00		30.00	30.00		90.00		210.00	190.00	53%
SOFTWARE EXPENSES	5,000.00									-	5,000.00	0%
POSTAGE	3,000.00		320.82	2.07	150.00	131.08	163.05	355.86	198.05	1,320.93	1,679.07	44%
ADVERTISING	200.00									-	200.00	0%
OFFICE EXPENSES	3,400.00	648.58	215.51	189.39	92.26	321.97	434.44	25.39	108.02	2,035.56	1,364.44	60%
COPIER EXPENSES	4,000.00	81.00	81.00	87.45	81.00	81.00	81.00	81.00	81.00	654.45	3,345.55	16%
MEMBERSHIP DUES	694.00	424.00		270.00			299.87	89.70		1,083.57	(389.57)	156%
CRIMINAL RECORDS CHECK	3,000.00	35.85		382.45	71.70	521.95	756.00	429.78	213.10	2,410.83	589.17	80%
COPIER RENTAL	4,100.00	208.29	208.29	208.29	208.29	208.29	208.29	208.29	208.29	1,666.32	2,433.68	41%
DOCUMENT SHREDDING	500.00		35.31	70.41	39.38	35.31	35.31	35.31	35.31	286.34	213.66	57%
OFFICE EQUIPMENT										-	-	
CONSUMABLE JANITORIAL SUPPLIES	100.00	45.99	9.97			12.45		12.00		80.41	19.59	80%
HARDWARE SUPPLIES	25.00		6.97							6.97	18.03	28%
UNIFORMS - COST & CLEANING	300.00									-	300.00	0%
STORAGE	500.00									-	500.00	0%
UNIT TURNAROUND										-	-	
PROTECTION SERVICES	1,000.00			149.70	43.20		21.60		21.60	236.10	763.90	24%
INSURANCE - GENERAL LIABILITY	2,000.00									-	2,000.00	0%
COMPENSATED ABSENCES										-	-	
PETTY CASH	500.00			(30.06)			91.25			61.19	438.81	12%
<b>Total Expenses</b>	<b>376,772.00</b>	<b>36,236.97</b>	<b>44,294.69</b>	<b>68,108.94</b>	<b>39,885.70</b>	<b>31,433.06</b>	<b>22,314.68</b>	<b>32,741.64</b>	<b>26,390.24</b>	<b>301,405.92</b>	<b>75,366.08</b>	<b>80%</b>
<b>Net Income</b>	<b>36,228.00</b>	<b>3,749.41</b>	<b>(5,703.91)</b>	<b>1,139.85</b>	<b>(34,910.53)</b>	<b>6,163.80</b>	<b>11,626.92</b>	<b>1,746.07</b>	<b>4,003.86</b>	<b>(12,184.53)</b>	<b>48,412.53</b>	<b>-34%</b>

RHE - HCV 2017  
Admin Cash Flow  
For the Eight Months Ending May 31, 2017

		Current Month	Year to Date
Revenues			
2501.15	FSS GRANT CONTRIBUTION	\$ 2,372.50	\$ 18,605.50
3600.00	ADMIN FEES	27,831.00	253,914.00
3603.00	ADMIN FEE - PORT IN	190.60	16,701.89
	Total Revenues	30,394.10	289,221.39
	Gross Profit	30,394.10	289,221.39
Expenses			
4110.00	ADMINISTRATIVE SALARIES	13,294.14	177,378.65
4110.01	ADMIN SALARIES-FSS COORDINATOR	1,670.38	16,911.85
4110.03	MERIT AWARD	0.00	250.00
4130.00	LEGAL EXPENSE	0.00	2,112.50
4140.00	STAFF TRAINING	1,285.39	6,255.96
4150.00	TRAVEL	0.00	(65.00)
4167.00	OTHER CONSULTANTS	97.50	11,381.52
4180.00	OFFICE RENT	1,863.16	16,923.45
4180.01	OFFICE - UTILITIES	121.51	1,701.10
4190.01	BANK FEES	27.55	366.33
4190.02	HQS INSPECTIONS	1,555.00	5,162.00
4190.03	TELEPHONE EXPENSES	475.66	3,734.74
4190.04	COMPUTER EQUIPMENT & SUPPORT	248.98	661.84
4190.05	MONTHLY ADMIN FEES	0.00	210.00
4190.07	POSTAGE	198.05	1,320.93
4190.10	OFFICE EXPENSES	108.02	2,035.56
4190.13	COPIER EXPENSES	81.00	654.45
4190.15	MEMBERSHIP DUES	0.00	1,083.57
4190.17	CRIMINAL RECORDS CHECK	213.10	2,410.83
4190.19	COPIER RENTAL	208.29	1,666.32
4190.20	DOCUMENT SHREDDING	35.31	286.34
4420.01	CONSUMABLE JANITORIAL SUPPLIES	0.00	80.41
4420.04	HARDWARE SUPPLIES	0.00	6.97
4480.00	PROTECTION SERVICES	21.60	236.10
4540.00	EMPLOYEE BENEFITS CONTRIBUTION	4,654.64	46,172.66
4540.01	FSS COORDINATOR - BENEFITS	230.96	2,405.65
4590.00	PETTY CASH	0.00	61.19
	Total Expenses	26,390.24	301,405.92
	Net Income	\$ 4,003.86	(\$ 12,184.53)

RHE - HCV 2017  
REG HAP NRA  
For the Eight Months Ending May 31, 2017

		Current Month	Year to Date
Revenues			
3602.00	PORT IN	2,930.00	215,687.23
8020.00	HAP CONTRIBUTION	<u>333,266.00</u>	<u>2,881,868.00</u>
	Total Revenues	<u>336,196.00</u>	<u>3,097,555.23</u>
	Gross Profit	<u>336,196.00</u>	<u>3,097,555.23</u>
Expenses			
4500.00	URP EXPENSES	1,695.00	12,112.00
4715.00	HOUSING ASSISTANCE PYMTS	383,729.26	3,004,150.95
4718.00	FSS ESCROW CONTRIBUTIONS	<u>5,562.00</u>	<u>42,468.61</u>
	Total Expenses	<u>390,986.26</u>	<u>3,058,731.56</u>
	Net Income	<u>(\$ 54,790.26)</u>	<u>\$ 38,823.67</u>

RHE - HCV 2017  
Income Statement  
For the Eight Months Ending May 31, 2017

		Current Month	Year to Date
<b>Revenues</b>			
2501.15	FSS GRANT CONTRIBUTION	\$ 2,372.50	\$ 18,605.50
3600.00	ADMIN FEES	27,831.00	253,914.00
3602.00	PORT IN	2,930.00	215,687.23
3603.00	ADMIN FEE - PORT IN	190.60	16,701.89
8020.00	HAP CONTRIBUTION	333,266.00	2,881,868.00
		<hr/>	<hr/>
	Total Revenues	366,590.10	3,386,776.62
		<hr/>	<hr/>
	Gross Profit	366,590.10	3,386,776.62
		<hr/>	<hr/>
<b>Expenses</b>			
4110.00	ADMINSTRATIVE SALARIES	13,294.14	177,378.65
4110.01	ADMIN SALARIES-FSS COORDINAT	1,670.38	16,911.85
4110.03	MERIT AWARD	0.00	250.00
4130.00	LEGAL EXPENSE	0.00	2,112.50
4140.00	STAFF TRAINING	1,285.39	6,255.96
4150.00	TRAVEL	0.00	(65.00)
4167.00	OTHER CONSULTANTS	97.50	11,381.52
4180.00	OFFICE RENT	1,863.16	16,923.45
4180.01	OFFICE - UTILITIES	121.51	1,701.10
4190.01	BANK FEES	27.55	366.33
4190.02	HQS INSPECTIONS	1,555.00	5,162.00
4190.03	TELEPHONE EXPENSES	475.66	3,734.74
4190.04	COMPUTER EQUIPMENT & SUPPOR	248.98	661.84
4190.05	MONTHLY ADMIN FEES	0.00	210.00
4190.07	POSTAGE	198.05	1,320.93
4190.10	OFFICE EXPENSES	108.02	2,035.56
4190.13	COPIER EXPENSES	81.00	654.45
4190.15	MEMBERSHIP DUES	0.00	1,083.57
4190.17	CRIMINAL RECORDS CHECK	213.10	2,410.83
4190.19	COPIER RENTAL	208.29	1,666.32
4190.20	DOCUMENT SHREDDING	35.31	286.34
4420.01	CONSUMABLE JANITORIAL SUPPLI	0.00	80.41
4420.04	HARDWARE SUPPLIES	0.00	6.97
4480.00	PROTECTION SERVICES	21.60	236.10
4500.00	URP EXPENSES	1,695.00	12,112.00
4540.00	EMPLOYEE BENEFITS CONTRIBUTI	4,654.64	46,172.66
4540.01	FSS COORDINATOR - BENEFITS	230.96	2,405.65
4590.00	PETTY CASH	0.00	61.19
4715.00	HOUSING ASSISTANCE PYMTS	383,729.26	3,004,150.95
4718.00	FSS ESCROW CONTRIBUTIONS	5,562.00	42,468.61
		<hr/>	<hr/>
	Total Expenses	417,376.50	3,360,137.48
		<hr/>	<hr/>
	Net Income	\$ (50,786.40)	\$ 26,639.14
		<hr/>	<hr/>

RHE - HCV 2017  
Balance Sheet  
May 31, 2017

ASSETS

Current Assets		
HCV GEN FUND	\$	573,012.58
FSS ESCROW		136,801.49
A/R - HCV PORTABLES		20,947.13
ACCOUNTS RECEIVABLE - INTERFU		(17,990.44)
ACCOUNTS RECEIVABLE - PH		18,605.50
ACCOUNTS RECEIVABLE - HUD		(24,877.94)
ACCOUNTS RECEIVABLE - MAINST		437,526.80
ACCOUNTS RECEIVABLE - MOD		19,764.00
		<hr/>
Total Current Assets		1,163,789.12
Property and Equipment		
LAND		1,339.97
OFFICE FURNITURE & EQUIPMENT		45,908.07
ACCUMULATED DEPRECIATION		(45,908.07)
		<hr/>
Total Property and Equipment		1,339.97
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>1,165,129.09</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
VENDORS & CONTRACTS	\$	1,825.89
PAYROLL DEDUCTIONS-AFLAC FLE		(3,023.00)
PAYROLL DEDUCTIONS-AFLAC		(4,879.78)
A/P - HUD		(24,877.94)
ACCOUNTS PAYABLE - LOW RENT		9,664.65
ACCOUNTS PAYABLE - MOD REHAB		45,755.00
ACCOUNTS PAYABLE - MAINSTREA		410,366.48
ACCOUNTS PAYABLE - INTERFUND		41,758.06
ACCRUED PAYROLL		5,144.77
COMPENSATED ABSENCES		1,239.22
COMPENSATED ABSENCES - NONCU		11,152.89
FSS ESCROW		99,609.49
		<hr/>
Total Current Liabilities		593,735.73
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		593,735.73
Capital		
INVESTED IN CAPITAL ASSETS NET		1,339.97
UNRESTRICTED NET POSITION - AD		37,683.50
RESTRICTED NET ASSETS - HAP		505,730.75
Net Income		26,639.14
		<hr/>
Total Capital		571,393.36
		<hr/>
Total Liabilities & Capital	\$	<u><u>1,165,129.09</u></u>

Unaudited - For Management Purposes Only

**Mainstream**  
**Financials**  
**May 2017**

RHE MAINSTREAM  
Income Statement - 12 Periods  
For October 1, 2016 through September 30, 2017

	October	November	December	January	February	March	April	May	YTD	Variance
ADMIN FEES-MAINSTREAM	49,292.00	4,073.00	4,075.00	8,224.00	4,115.00	4,115.00	4,115.00	4,230.00	32,947.00	16,345.00
Total Revenues	49,292.00	4,073.00	4,075.00	8,224.00	4,115.00	4,115.00	4,115.00	4,230.00	32,947.00	16,345.00
Gross Profit	49,292.00	4,073.00	4,075.00	8,224.00	4,115.00	4,115.00	4,115.00	4,230.00	32,947.00	16,345.00
SALARIES	40,258.00	6,962.00	3,164.64	4,746.96	3,164.64	-	-	3,164.64	24,367.52	15,890.48
EMPLOYEE BENEFITS CONTRIBUTION	9,034.00	879.00	879.00	879.00	879.00	-	-	879.00	5,274.00	3,760.00
Total Expenses	49,292.00	7,841.00	4,043.64	5,625.96	4,043.64	-	-	4,043.64	29,641.52	19,650.48
Net Income	-	(3,768.00)	31.36	2,598.04	(4,043.64)	71.36	4,115.00	186.36	3,305.48	(3,305.48)

RHE MAINSTREAM 2017  
Income Statement  
For the Eight Months Ending May 31, 2017

	Current Month	Year to Date
Revenues		
ADMIN FEES	\$ 4,230.00	\$ 32,947.00
HAP CONTRIBUTIONS - MAINSTRE	55,014.00	401,887.00
Total Revenues	<u>59,244.00</u>	<u>434,834.00</u>
Gross Profit	<u>59,244.00</u>	<u>434,834.00</u>
Expenses		
SALARIES	3,164.64	24,367.52
BANK FEES	6.00	18.00
URP EXPENSES	119.00	317.00
EMPLOYEE BENEFITS	879.00	5,274.00
HOUSING ASST PYMTS	55,695.39	427,763.41
Total Expenses	<u>59,864.03</u>	<u>457,739.93</u>
Net Income	\$ <u>(620.03)</u>	\$ <u>(22,905.93)</u>

## RHE MAINSTREAM 2017

## Balance Sheet

May 31, 2017

## ASSETS

## Current Assets

RHE MAINSTREAM	\$	82.00
ACCOUNTS RECEIVABLE - HUD		62,093.00
ACCOUNT RECEIVABLE - VOUCHER		1,029,678.28
MAINSTREAM A/R HUD		24,877.94

Total Current Assets		1,116,731.22
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## Property and Equipment

Total Property and Equipment		0.00
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## Other Assets

Total Other Assets		0.00
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Total Assets	\$	1,116,731.22
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## LIABILITIES AND CAPITAL

## Current Liabilities

ACCOUNTS PAYABLE - HUD	\$	62,093.00
ACCOUNTS PAYABLE - HCV		36,287.80
DUE TO HCV		1,036,713.35

Total Current Liabilities		1,135,094.15
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## Long-Term Liabilities

Total Long-Term Liabilities		0.00
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Total Liabilities		1,135,094.15
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## Capital

UNRESTRICTED NET POSITION		4,543.00
Net Income		(22,905.93)

Total Capital		(18,362.93)
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Total Liabilities & Capital	\$	1,116,731.22
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**Mod Rehab**

**Financials**

**May 2017**

RHE - MOD REHAB 2017  
Income Statement  
For the Eight Months Ending May 31, 2017

	Current Month	Year to Date
Revenues		
ADMIN FEES	\$ 523.95	\$ 4,191.60
HAP CONTRIBUTION - MOD	3,148.05	25,190.40
	<hr/>	<hr/>
Total Revenues	3,672.00	29,382.00
	<hr/>	<hr/>
Gross Profit	3,672.00	29,382.00
	<hr/>	<hr/>
Expenses		
HOUSING ASSISTANCE PYMTS	1,947.00	19,764.00
	<hr/>	<hr/>
Total Expenses	1,947.00	19,764.00
	<hr/>	<hr/>
Net Income	\$ 1,725.00	\$ 9,618.00
	<hr/> <hr/>	<hr/> <hr/>

RHE - MOD REHAB 2017  
Balance Sheet  
May 31, 2017

ASSETS

Current Assets		
ACCOUNTS RECEIVABLE - VOUCHER	\$	<u>45,755.00</u>
Total Current Assets		45,755.00
Property and Equipment		<u>                    </u>
Total Property and Equipment		0.00
Other Assets		<u>                    </u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>45,755.00</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
DUE TO HCV	\$	<u>19,764.00</u>
Total Current Liabilities		19,764.00
Long-Term Liabilities		<u>                    </u>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		19,764.00
Capital		
UNRESTRICTED NET POSITION		16,373.00
Net Income		<u>9,618.00</u>
Total Capital		<u>25,991.00</u>
Total Liabilities & Capital	\$	<u><u>45,755.00</u></u>

# RELP One. LP

Financials

May 2017

REL P ONE LP  
Income Statement - 12 Periods  
For January 1, 2017 through December 31, 2017

	BUDGET	January	February	March	April	May	YTD	Variance
DWELLING RENTAL	637,000.00	48,612.00	53,340.69	49,426.94	53,414.05	46,534.49	251,328.17	385,671.83
SECTION 8 SUBSIDIES	167,000.00	14,767.00	14,480.00	14,384.00	14,319.00	13,940.00	71,890.00	95,110.00
INVESTMENT INCOME				16.13		0.93	17.06	(17.06)
LATE FEES	6,000.00	442.25	555.95	301.35	429.38	648.80	2,377.73	3,622.27
OTHER INCOME	4,500.00	205.00				40.00	245.00	4,255.00
APPLICATION FEES					50.00		50.00	(50.00)
REPLACEMENT RESERVE REIMB	42,000.00							
MISC REVENUE							-	-
Total Revenues	856,500.00	64,026.25	68,376.64	64,128.42	68,212.43	61,164.22	325,907.96	530,592.04
Gross Profit	856,500.00	64,026.25	68,376.64	64,128.42	68,212.43	61,164.22	325,907.96	530,592.04
DIRECT LABOR EXPENSE A	39,375.00						-	39,375.00
MAINTENANCE SALARIES	29,000.00						-	29,000.00
DIRECT LABOR EXPENSE B	14,625.00						-	14,625.00
LEGAL EXPENSES	11,000.00	97.56	2,877.00	300.00	336.69	420.60	4,031.85	6,968.15
STAFF TRAINING							-	-
TRAVEL	25.00		4.00				4.00	21.00
OTHER CONSULTANTS							-	-
FEE ACCOUNTANT	2,500.00						-	2,500.00
AUDITING FEES	20,000.00				5,500.00		5,500.00	14,500.00
PETTY CASH							-	-
OTHER ACCOUNTING SVC							-	-
OFFICE RENT	14,000.00	1,003.24	1,003.24	1,003.24	1,003.24	1,003.24	5,016.20	8,983.80
OFFICE UTILITIES	1,200.00	137.70	133.21	119.92	115.16	65.43	571.42	628.58
OFFICE FURNITURE							-	-
SUNDRY - ADMINSTRATIVE							-	-
ADVERTISING							-	-
TELEPHONE EXPENSE							-	-
COMPUTER EQUIP & SUPPORT	500.00						-	500.00
MONTHLY ADMIN FEES							-	-
SOFTWARE EXPENSES							-	-
POSTAGE	500.00						-	500.00
ADVERTISING	500.00						-	500.00
OFFICE SUPPLIES	1,000.00	194.36	44.00	132.00			370.36	629.64
COPIER RENTAL							-	-
MEMBERSHIP DUES							-	-
BANK FEES	9,876.00	820.31	825.80	905.61	892.57	822.06	4,266.35	5,609.65
CRIMINAL BACKGROUND CHECK	1,000.00		107.55				107.55	892.45
DOCUMENT SHREDDING							-	-
COPYING/PRINTING							-	-
ADMIN SVC CONTRACT							-	-
REAL ESTATE TAXES							-	-
OTHER TAXES	14,000.00						-	14,000.00
WATER	320.00			1,589.09			1,589.09	(1,269.09)
SEWER	320.00			21.95			21.95	298.05
ELECTRICITY	1,400.00	331.91	391.34	109.64			832.89	567.11
GAS	1,200.00	97.14	110.12	542.04	(102.05)	26.26	673.51	526.49
FUEL	1,500.00			96.48		42.50	138.98	1,361.02
MAINTENANCE ADMIN FEE		1,632.78	1,762.76	1,127.77	1,099.26	1,221.95	6,844.52	(6,844.52)
MATERIALS	2,500.00						-	2,500.00
JANITORIAL SUPPLIES	250.00		24.89	164.82	76.94	12.99	279.64	(29.64)
GROUPS SUPPLIES-EQUIPMENT	1,500.00					112.50	112.50	1,387.50
HARDWARE SUPPLIES	3,600.00	368.03	1,011.61	40.97	217.96	363.12	2,001.69	1,598.31
PAINTING SUPPLIES	1,000.00				8.58	136.93	145.51	854.49
PLUMBING SUPPLIES	1,200.00	13.17	347.96	284.90	39.19		685.22	514.78
ELECTRICAL SUPPLIES	500.00						-	500.00
HTG & A/C PARTS	200.00				95.98	15.36	111.34	88.66
APPLIANCES-kitchen washer dryers	5,000.00	63.00			2,000.00	340.00	2,403.00	2,597.00
APPLIANCES-hot water heater	5,000.00						-	-
MAINTENANCE EQUIPMENT RENTAL	250.00			30.00			30.00	220.00
UNIFORM COST & CLEANING							-	-
APPLIANCE PARTS	1,500.00	188.40	63.58	11.93			263.91	1,236.09
MISC CONTRACTS				1,108.80	1,212.50		2,321.30	(2,321.30)
GROUPS CONTRACT							-	-
EXTERMINATION CONTRACT	1,200.00				50.00	50.00	100.00	1,100.00
PAINTING CONTRACTS	1,500.00			525.00			525.00	975.00
PLUMBING CONTRACTS	3,500.00	1,566.00		1,002.00		345.00	2,913.00	587.00
CLEANING CONTRACTS							-	-
ELECTRICAL CONTRACTS	1,300.00						-	1,300.00
HTG & COOLING CONTRACTS	5,000.00	602.00	535.00		369.03	188.50	1,694.53	3,305.47
VEHICLE REPAIRS	500.00	142.70					142.70	357.30
MOVERS/PH EVCTIONS CONTRACCT	600.00						-	600.00
STORAGE	1,400.00	122.00	122.00	122.00	122.00	122.00	610.00	790.00
SNOW REMOVAL	2,000.00						-	-
UNIT TURNAROUND	1,500.00		1,026.02				1,026.02	473.98
GARBAGE & TRASH REMOVAL	1,500.00						-	1,500.00
PROTECTIVE SERVICES	500.00						-	500.00
MORTGAGE INSURANCE							-	-
PROPERTY INSURANCE	47,000.00						-	47,000.00
COLLECTION LOSS							-	-
BOND / MORTGAGE INTEREST EXP	270,460.00	14,876.54	14,857.11	14,837.60	14,818.00	14,798.32	74,187.57	196,272.43
COUNTY LOAN INT EXP							-	-
RHE LOAN INTEREST							-	-
DEPOSIT INTEREST							-	-
SUBORDINATE INTEREST							-	-
ASSOCIATION FEES	148,000.00	14,168.55	12,011.37	12,011.37	12,843.35	12,857.16	63,891.80	84,108.20
OTHER GENERAL EXPENSES							-	-
NON-EXTRODINARY MAINTENANCE	500.00						-	-
EXTRODINARY EXPENSES/CAP EXP	32,000.00		10,771.49	4,556.00			15,327.49	16,672.51
AMORTIZATION COSTS-FINANCING							-	-
PRIOR YEARS ADJUSTMENT							-	-
TAX PREPARATION	2,600.00						-	2,600.00
AUDIT FEES				12,700.00			12,700.00	(12,700.00)
CREDIT MONITORING				1,680.00			1,680.00	(1,680.00)
MISCELLANEOUS FEES							-	-
OTHER TENANT EXPENSES							-	-
ASSET MANAGEMENT FEES	6,727.00		6,727.00				6,727.00	-
PARTNERSHIP MANAGEMENT FEES	65,000.00					17,127.00	17,127.00	47,873.00
AMORTIZATION EXPENSE							-	-
PARTNERS DISTRIBUTION							-	-
OTHER TAXES							-	-
FLOORING							-	-
GROUPS CONTRACT							-	-
PROPERTY INSURANCE							-	-
PROPERTY MGMT FEES	77,100.00	6,226.48	6,162.96	6,384.06	6,380.00	6,380.00	31,533.50	45,566.50
Total Expenses	856,228.00	42,651.87	60,920.01	61,407.19	47,078.40	56,450.92	268,508.39	580,219.61
Net Income	272.00	21,374.38	7,456.63	2,721.23	21,134.03	4,713.30	57,399.57	(49,627.57)

REL ONE LP 2017  
Admin Cash Flow  
For the Five Months Ending May 31, 2017

	Current Month	Year to Date
Revenues		
RENTAL RECEIPTS	46534.49	251328.17
SECTION 8 SUBSIDIES	13,940.00	71,890.00
INVESTMENT INCOME	0.93	17.06
LATE FEES	648.80	2,377.73
OTHER INCOME	40.00	245.00
APPLICATION FEES	0.00	50.00
Total Revenues	61,164.22	325,907.96
Gross Profit	61,164.22	325,907.96
Expenses		
LEGAL EXPENSES	420.60	4,031.85
TRAVEL	0.00	4.00
AUDITING FEES	0.00	5,500.00
OFFICE RENT	1,003.24	5,016.20
OFFICE UTILITIES	65.43	571.42
OFFICE SUPPLIES	0.00	370.36
BANK FEES	822.06	4,266.35
CRIMINAL BACKGROUND CHECK	0.00	107.55
WATER	0.00	1,589.09
SEWER	0.00	21.95
ELECTRICITY	0.00	832.89
GAS	26.26	673.51
FUEL	42.50	138.98
MAINTENANCE ADMIN FEE	1,221.95	6,844.52
JANITORIAL SUPPLIES	12.99	279.64
GROUNDS SUPPLIES	112.50	112.50
HARDWARE SUPPLIES	363.12	2,001.69
PAINTING SUPPLIES	136.93	145.51
PLUMBING SUPPLIES	0.00	685.22
HTG & A/C PARTS	15.36	111.34
APPLIANCES	340.00	2,403.00
MAINTENANCE EQUIPMENT RENTAL	0.00	30.00
APPLIANCE PARTS	0.00	263.91
MISC CONTRACTS	0.00	2,321.30
EXTERMINATION CONTRACT	50.00	100.00
PAINTING CONTRACTS	0.00	525.00
PLUMBING CONTRACTS	345.00	2,913.00
HTG & COOLING CONTRACTS	188.50	1,694.53
VEHICLE REPAIRS	0.00	142.70
STORAGE	122.00	610.00
UNIT TURNAROUND	0.00	1,026.02
BOND / MORTGAGE INTEREST EXP	14,798.32	74,187.57
ASSOCIATION FEES	12,857.16	63,891.80
EXTRODINARY MAINTENANCE/CAP EX	0.00	15,327.49
AUDIT FEES	0.00	12,700.00
CREDIT MONITORING	0.00	1,680.00
ASSET MANAGEMENT FEES	0.00	6,727.00
PARTNERSHIP MANAGEMENT FEES	17,127.00	17,127.00
PROPERTY MGMT FEES	6,380.00	31,533.50
Total Expenses	56,450.92	268,508.39
Net Income	\$ 4,713.30	\$ 57,399.57

REL ONE LP 2017  
Income Statement  
For the Five Months Ending May 31, 2017

	Current Month	Year to Date
Revenues		
DWELLING RENTAL	\$ 52,183.00	\$ 257,410.00
SECTION 8 SUBSIDIES	13,940.00	71,890.00
INVESTMENT INCOME	0.93	17.06
LATE FEES	648.80	2,377.73
OTHER INCOME	40.00	245.00
APPLICATION FEES	0.00	50.00
	<hr/>	<hr/>
Total Revenues	66,812.73	331,989.79
	<hr/>	<hr/>
Gross Profit	66,812.73	331,989.79
	<hr/>	<hr/>
Expenses		
LEGAL EXPENSES	420.60	4,031.85
TRAVEL	0.00	4.00
AUDITING FEES	0.00	5,500.00
OFFICE RENT	1,003.24	5,016.20
OFFICE UTILITIES	65.43	571.42
OFFICE SUPPLIES	0.00	370.36
BANK FEES	822.06	4,266.35
CRIMINAL BACKGROUND CHECK	0.00	107.55
WATER	0.00	1,589.09
SEWER	0.00	21.95
ELECTRICITY	0.00	832.89
GAS	26.26	673.51
FUEL	42.50	138.98
MAINTENANCE ADMIN FEE	1,221.95	6,844.52
JANITORIAL SUPPLIES	12.99	279.64
GROUND SUPPLIES	112.50	112.50
HARDWARE SUPPLIES	363.12	2,001.69
PAINTING SUPPLIES	136.93	145.51
PLUMBING SUPPLIES	0.00	685.22
HTG & A/C PARTS	15.36	111.34
APPLIANCES	340.00	2,403.00
MAINTENANCE EQUIPMENT RENT	0.00	30.00
APPLIANCE PARTS	0.00	263.91
MISC CONTRACTS	0.00	2,321.30
EXTERMINATION CONTRACT	50.00	100.00
PAINTING CONTRACTS	0.00	525.00
PLUMBING CONTRACTS	345.00	2,913.00
HTG & COOLING CONTRACTS	188.50	1,694.53
VEHICLE REPAIRS	0.00	142.70
STORAGE	122.00	610.00
UNIT TURNAROUND	0.00	1,026.02
BOND / MORTGAGE INTEREST EXP	14,798.32	74,187.57
ASSOCIATION FEES	12,857.16	63,891.80
EXTRODINARY MAINTENANCE/CA	0.00	15,327.49
DEPRECIATION	22,255.24	111,276.20
AUDIT FEES	0.00	12,700.00
CREDIT MONITORING	0.00	1,680.00
ASSET MANAGEMENT FEES	0.00	6,727.00
PARTNERSHIP MANAGEMENT FEE	17,127.00	17,127.00
PROPERTY MGMT FEES	6,380.00	31,533.50
	<hr/>	<hr/>
Total Expenses	78,706.16	379,784.59
	<hr/>	<hr/>
Net Income	\$ (11,893.43)	\$ (47,794.80)
	<hr/>	<hr/>

For Management Purposes Only

REL P ONE LP 2017  
Balance Sheet  
May 31, 2017

ASSETS

Current Assets

REL P ONE OPER	\$ 300,198.94
REL P TENANT SECURITY DEPOSIT	27,385.05
TENANTS ACCOUNTS RECEIVABLE	20,452.45
OPERATING RESERVE	299,890.45
REPLACEMENT RESERVE	73,344.01
MORTGAGE ESCROW	42,570.37
PREPAID INSURANCE	21,047.46
PREPAID TAXES	6,340.28
PREPAID SUPPORT	12,250.00

Total Current Assets 803,479.01

Property and Equipment

SITE ACQUISITION	259,000.00
SITE IMPROVEMENTS	217,495.00
COMPUTER SOFTWARE	(10,000.00)
BUILDING	6,569,020.56
DWELLING EQUIPMENT	105,841.25
OFFICE FURNITURE & EQUIPMENT	10,000.00
ACCUMULATED DEPRECIATION	(3,578,998.60)

Total Property and Equipment 3,572,358.21

Other Assets

DEFERRED FINANCING COST	183,650.50
AMORTIZATION DEFERRED FINAN	(51,728.50)

Total Other Assets 131,922.00

Total Assets \$ 4,507,759.22

LIABILITIES AND CAPITAL

Current Liabilities

ACCOUNTS PAYABLE - PH	\$ (19,994.70)
TENANTS SECURITY DEPOSIT	16,669.00
TENANTS PET DEPOSIT	601.00
SECURITY DEPOSIT INTEREST	3,017.54
ACCRUED EXPENSES	3,471.00
EMPLOYEE DEDUCTION AFLAC	(664.84)
ACCOUNTS PAYABLE - LOW RENT	53,454.44
AP INTERFUND	(8,933.22)
ACCRUED INT PAYABLE - MORTGA	15,522.73
ACCRUED INT PAYABLE - CTY LOA	48,894.53
ACCRUED INT PAYABLE - RHE LOAN	4,406.92
TENANTS PREPAID RENTS	12,388.38

Total Current Liabilities 128,832.78

Long-Term Liabilities

BOND / MORTGAGE PAYABLE	3,403,905.81
CITY LOAN PAYABLE	120,000.00
COUNTY LOAN PAYABLE	1,345,916.40
RHE LOAN PAYABLE	161,102.99

Total Long-Term Liabilities 5,030,925.20

Total Liabilities 5,159,757.98

Unaudited - For Management Purposes Only

REL P ONE LP 2017  
Balance Sheet  
May 31, 2017

Capital		
PARTNERS EQUITY	(604,203.96)	
Net Income	(47,794.80)	
	<hr/>	
Total Capital		(651,998.76)
		<hr/>
Total Liabilities & Capital	\$	4,507,759.22
		<hr/> <hr/>

**RHEP**  
**Financials**  
**May 2017**

RHE PROPERTIES 2016  
Income Statement - 12 Periods  
For January 1, 2016 through December 31, 2016

	Budget	January	February	March	April	May	YTD	Variance
RENTAL RECEIPTS	50,000.00	1,908.00	1,338.00	7,536.42	1,056.20	6,756.80	18,595.42	31,404.58
SECTION 8 SUBSIDIES	25,000.00	2,126.00	2,126.00	2,118.00	2,118.00	1,633.00	10,121.00	14,879.00
OTHER TENANT REVENUE	400.00	61.50	209.10	209.10	131.65	121.45	732.80	(332.80)
OTHER REVUNUE	800.00		649.00				649.00	151.00
<b>Total Revenues</b>	<b>76,200.00</b>	<b>4,095.50</b>	<b>4,322.10</b>	<b>9,863.52</b>	<b>3,305.85</b>	<b>8,511.25</b>	<b>30,098.22</b>	<b>46,101.78</b>
<b>Gross Profit</b>	<b>76,200.00</b>	<b>4,095.50</b>	<b>4,322.10</b>	<b>9,863.52</b>	<b>3,305.85</b>	<b>8,511.25</b>	<b>30,098.22</b>	<b>46,101.78</b>
MORT - FALLS GROVE-9001	2,500.00	418.28	205.27	239.82	206.97	218.63	1,288.97	1,211.03
MORT - JAY DRIVE-9002	2,500.00	399.16	216.66	206.95	-	405.71	1,228.48	1,271.52
MORT - GARDENVIEW-9003	2,000.00	155.94	156.68	198.61	158.53	172.92	842.68	1,157.32
MORT - CORK TREE-9004	2,000.00	155.46	156.19	198.13	158.04	172.42	840.24	1,159.76
FEE ACCOUNTANT							-	-
OTHER ACCOUNTING							-	-
AUDITING FEES	2,800.00						-	2,800.00
WATER EXPENSE							-	-
OFFICE RENT	500.00						-	500.00
OFFICE EXPENSES - UTILITIES	400.00	114.42					114.42	285.58
OFFICE SUPPLIES	660.00						-	660.00
BANK FEES	80.00	33.77		1.12			34.89	45.11
POSTAGE	100.00						-	100.00
LEGAL EXPENSE	1,500.00	26.32		50.00	67.33	202.74	346.39	1,153.61
WATER	100.00						-	100.00
SEWER	100.00						-	100.00
ELECTRICITY	800.00			76.68			76.68	723.32
GAS	300.00						-	300.00
FUEL							-	-
SALARIES							-	-
MATERIALS	100.00						-	100.00
HARDWARE SUPPLIES	100.00					3.60	3.60	96.40
PAINTING SUPPLIES	100.00						-	100.00
PLUMBING SUPPLIES	100.00						-	100.00
APPLIANCES-kitchen washer & dryers	1,500.00						-	1,500.00
APPLIANCE PARTS	500.00						-	500.00
REAL ESTATE TAXES							-	-
PLUMBING CONTRACTS	1,100.00						-	1,100.00
HTG & A/C CONTRACTS	200.00	120.00					120.00	80.00
SNOW REMOVAL	500.00						-	500.00
UNIT TURNAROUND	1,500.00						-	1,500.00
INSURANCE - PROPERTY							-	-
INSURANCE - GENERAL LIABLITY	700.00						-	700.00
PYMTS IN LIEU OF TAXES	2,100.00						-	2,100.00
BOND/MORTGAGE INTEREST EXPENSE	23,000.00	2,190.47	1,506.74	1,398.03	1,195.58	1,794.28	8,085.10	14,914.90
ASSOCIATION FEES	22,500.00	1,424.72	1,424.72	1,424.72	1,424.72	1,424.72	7,123.60	15,376.40
CAPITAL IMPROVEMENT	3,000.00						-	3,000.00
TAX PREPARATION	2,300.00						-	2,300.00
AUDITING FEES							-	-
SUPPLIES EXPENSE							-	-
GAS						67.94	67.94	(67.94)
OTHER MAINTENANCE EXPENSE							-	-
DEPRECIATION EXPENSE							-	-
<b>Total Expenses</b>	<b>75,640.00</b>	<b>5,038.54</b>	<b>3,666.26</b>	<b>3,794.06</b>	<b>3,211.17</b>	<b>4,462.96</b>	<b>20,172.99</b>	<b>55,467.01</b>
<b>Net Income</b>	<b>560.00</b>	<b>(943.04)</b>	<b>655.84</b>	<b>6,069.46</b>	<b>94.68</b>	<b>4,048.29</b>	<b>9,925.23</b>	<b>(9,365.23)</b>

RHE PROPERTIES 2017  
Admin Cash Flow  
For the Five Months Ending May 31, 2017

	Current Month	Year to Date
Revenues		
RENTAL RECEIPTS	\$ 6,756.80	\$ 18,595.42
SECTION 8 SUBSIDIES	1,633.00	10,121.00
OTHER TENANT REVENUE	121.45	732.80
OTHER REVUNUE	-	649.00
Total Revenues	<u>8,511.25</u>	<u>30,098.22</u>
Gross Profit	<u>8,511.25</u>	<u>30,098.22</u>
Expenses		
MORT - FALLS GROVE-9001	218.63	1,288.97
MORT - JAY DRIVE-9002	405.71	1,228.48
MORT - GARDENVIEW-9003	172.92	842.68
MORT - CORK TREE-9004	172.42	840.24
OFFICE EXPENSES - UTILITIES	-	114.42
BANK FEES	-	34.89
LEGAL EXPENSE	202.74	346.39
HARDWARE SUPPLIES	3.60	3.60
HTG & A/C CONTRACTS	-	120.00
INTEREST EXPENSE	1,794.28	8,085.10
ASSOCIATION FEES	1,424.72	7,123.60
ELECTRICITY	-	76.68
GAS	67.94	67.94
Total Expenses	<u>4,462.96</u>	<u>20,172.99</u>
Net Income	<u>\$ 4,048.29</u>	<u>\$ 9,925.23</u>

RHE PROPERTIES 2017  
Income Statement  
For the Five Months Ending May 31, 2017

	Current Month	Year to Date
Revenues		
DWELLING RENT	\$ 4,889.00	\$ 22,967.22
SECTION 8 SUBSIDIES	1,633.00	10,121.00
OTHER TENANT REVENUE	121.45	732.80
OTHER REVUNUE	0.00	649.00
	<hr/>	<hr/>
Total Revenues	6,643.45	34,470.02
	<hr/>	<hr/>
Gross Profit	6,643.45	34,470.02
	<hr/>	<hr/>
Expenses		
OFFICE EXPENSES - UTILITIES	0.00	114.42
BANK FEES	0.00	34.89
LEGAL EXPENSE	202.74	346.39
HARDWARE SUPPLIES	3.60	3.60
HTG & A/C CONTRACTS	0.00	120.00
INTEREST EXPENSE	1,794.28	8,085.10
ASSOCIATION FEES	1,424.72	7,123.60
ELECTRICITY	0.00	76.68
GAS	67.94	67.94
	<hr/>	<hr/>
Total Expenses	3,493.28	15,972.62
	<hr/>	<hr/>
Net Income	\$ 3,150.17	\$ 18,497.40
	<hr/> <hr/>	<hr/> <hr/>

RHE PROPERTIES 2017  
Balance Sheet  
May 31, 2017

ASSETS

Current Assets

RHE PROP GEN FUND	\$ 12,916.77
SECURITY DEPOSITS	600.00
ACCOUNTS RECEIVABLE TENANTS	14,213.98
ALLOW FOR DOUBTFUL ACCOUNTS	(390.90)
A/R MISCELLANEOUS	(11,765.97)
AR - Interfund	(2,000.00)
OTHER	850.00
	<hr/>

Total Current Assets 14,423.88

Property and Equipment

SITE IMPROVEMENTS	7,092.90
BUILDINGS	462,077.96
DWELLING EQUIPMENT	4,444.88
ACC. DEPR. BUILDINGS	(46,946.17)
ACC. DEPR. PERSONAL PROPERTY	(444.49)
ACC. DEPR. SITE IMPROVEMENTS	(472.86)
ACCUMULATED DEPRECIATION	(12,588.56)
	<hr/>

Total Property and Equipment 413,163.66

Other Assets

Total Other Assets 

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0.00

Total Assets \$ 427,587.54

LIABILITIES AND CAPITAL

Current Liabilities

ACCOUNTS PAYABLE - VENDORS	\$ (525.00)
TENANTS SECURITY DEPOSITS	1,500.00
ACCOUNTS PAYABLE - HCV	2,347.80
ACCOUNTS PAYABLE - RHE PROP	2,000.00
A/P - INTERFUND	(2,347.80)
AP - DUE TO PH	(220.00)
ACCRUED INT PAYABLE	1,527.66
TENANT UNEARNED REVENUE	900.55
	<hr/>

Total Current Liabilities 5,183.21

Long-Term Liabilities

MORTGAGE PAYABLE - FALLSGRO	86,454.48
MORTGAGE PAYABLE - JAY DRIVE	82,277.81
MORTGAGE PAYABLE - GARDEN VI	83,130.53
MORTGAGE PAYABLE - CORK TREE	83,328.55
	<hr/>

Total Long-Term Liabilities 

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335,191.37

Total Liabilities 340,374.58

Capital

INVESTED IN CAPITAL ASSETS	78,395.88
UNRESTRICTED NET POSITION	(9,680.32)
Net Income	18,497.40
	<hr/>

Total Capital 

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87,212.96

Unaudited - For Management Purposes Only

RHE PROPERTIES 2017

Balance Sheet

May 31, 2017

Total Liabilities & Capital

\$ 427,587.54

**DEV/Corp**

**Financials**

**May 2017**

RHE CORP DEVELOPMENT 2017  
Income Statement  
For the Five Months Ending May 31, 2017

	Current Month	Year to Date
Revenues		
PARTNERSHIP ASSET MGMT FEE	\$ 17,127.00	\$ 17,127.00
Total Revenues	<u>17,127.00</u>	<u>17,127.00</u>
Gross Profit	<u>17,127.00</u>	<u>17,127.00</u>
Expenses		
LEGAL SERVICES	3,000.00	7,458.50
MISCELLANEOUS	0.00	2,091.89
PEST EXTERMINATOR	0.00	300.00
PLUMBING CONTRACTS	0.00	785.00
OTHER TAXES	0.00	1,474.73
Total Expenses	<u>3,000.00</u>	<u>12,110.12</u>
Net Income	<u>\$ 14,127.00</u>	<u>\$ 5,016.88</u>

RHE CORP DEVELOPMENT 2017  
Balance Sheet  
May 31, 2017

ASSETS

Current Assets		
GENERAL FUND	\$	35,538.17
ACCOUNTS RECEIVABLE-INTERFUN		15,545.97
ACCOUNTS RECEIVABLE - RHE PRO		100.00
NOTES RECEIVABLE - LEGACY		1,406,400.00
		<hr/>
Total Current Assets		1,457,584.14
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		
ACCRUED INTEREST		75.57
CERTIFICATES OF DEPOSIT		200,751.00
INVESTMENT IN RELP		789.00
		<hr/>
Total Other Assets		201,615.57
Total Assets	\$	<u><u>1,659,199.71</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
ACCOUNTS PAYABLE - VENDORS	\$	525.00
ACCOUNTS PAYABLE - RELP		23,414.00
		<hr/>
Total Current Liabilities		23,939.00
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		0.00
Total Liabilities		23,939.00
Capital		
UNRESTRICTED NET POSITION		3,291,390.50
RESTICTED NET POSITION		(1,661,146.67)
Net Income		5,016.88
		<hr/>
Total Capital		1,635,260.71
Total Liabilities & Capital	\$	<u><u>1,659,199.71</u></u>

**Fireside Park**

**Financials**

**May 2017**

507 FIRESIDE PARK APARTMENTS

For the Five Months Ending Wednesday, May 31, 2017

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Prior Year YTD Actual	Total Annual Budget
<b>INCOME STATEMENT</b>								
<b>INCOME:</b>								
<b>RENT POTENTIAL</b>								
5120 Rental Income Tenants	\$270,760.00	\$314,970.00	(\$44,210.00)	\$1,347,970.00	\$1,574,850.00	(\$226,880.00)	\$1,367,828.00	\$3,779,640.00
5121 Rental Income Subsidy	44,210.00	0.00	44,210.00	226,880.00	0.00	226,880.00	206,442.00	0.00
5122 Unrealized Rent Potential	(21,450.00)	(3,203.00)	(18,247.00)	(42,067.00)	(20,713.00)	(21,354.00)	(39,908.46)	(29,923.00)
<b>RENT INCOME (Subtotal)</b>	<b>293,520.00</b>	<b>311,767.00</b>	<b>(18,247.00)</b>	<b>1,532,783.00</b>	<b>1,554,137.00</b>	<b>(21,354.00)</b>	<b>1,534,361.54</b>	<b>3,749,717.00</b>
5220 Vacancy Loss/Recovery	(17,276.00)	(15,579.00)	(1,697.00)	(186,347.00)	(101,261.00)	(85,086.00)	(131,289.00)	(197,850.00)
6230 Concessions to Tenants	(9,377.12)	(1,000.00)	(8,377.12)	(39,992.73)	(5,000.00)	(34,992.73)	(4,697.24)	(12,000.00)
6370 Bad Debt Expense	426.23	(3,000.00)	3,426.23	(36,294.51)	(15,000.00)	(21,294.51)	(24,234.22)	(36,000.00)
<b>ADJUST TO INCOME (Subtotal)</b>	<b>(26,226.89)</b>	<b>(19,579.00)</b>	<b>(6,647.89)</b>	<b>(262,634.24)</b>	<b>(121,261.00)</b>	<b>(141,373.24)</b>	<b>(160,220.46)</b>	<b>(245,850.00)</b>
<b>TOTAL RENTAL INCOME</b>	<b>267,293.11</b>	<b>292,188.00</b>	<b>(24,894.89)</b>	<b>1,270,148.76</b>	<b>1,432,876.00</b>	<b>(162,727.24)</b>	<b>1,374,141.08</b>	<b>3,503,867.00</b>
<b>ECONOMIC OCCUPANCY</b>	<b>84.86%</b>	<b>92.77%</b>	<b>7.91%</b>	<b>80.65%</b>	<b>90.98%</b>	<b>10.33%</b>	<b>87.29%</b>	<b>92.70%</b>
<b>OTHER INCOME</b>								
5411 Security Deposit Interest	1.40	0.00	1.40	6.88	0.00	6.88	6.99	0.00
5412 Security Deposit Move Out Interest	0.00	0.00	0.00	(162.11)	0.00	(162.11)	0.00	0.00
5920 Legal Fee Charges-Tenant	0.00	600.00	(600.00)	252.00	3,000.00	(2,748.00)	3,766.00	7,200.00
5921 Maintenance Charges-Tenant	20.00	350.00	(330.00)	80.00	1,750.00	(1,670.00)	2,331.18	4,200.00
5923 Late Fee Charges-Tenant	2,400.76	1,500.00	900.76	9,110.50	7,500.00	1,610.50	7,285.23	18,000.00
5924 NSF Fee Charges-Tenant	0.00	25.00	(25.00)	100.00	125.00	(25.00)	277.00	300.00
5925 Pet Fee Collections	1,029.00	1,470.00	(441.00)	5,091.24	7,350.00	(2,258.76)	7,429.92	17,640.00
5927 Cable TV Charges-Tenant	778.73	875.00	(96.27)	1,620.51	1,750.00	(129.49)	1,733.08	3,500.00
5929 Parking/Garage Income	1,210.37	1,645.00	(434.63)	6,123.39	8,225.00	(2,101.61)	8,499.48	19,740.00
5930 Water Income	7,206.18	8,236.00	(1,029.82)	47,486.29	41,841.00	5,645.29	39,251.39	101,826.00
5934 Trash Income	2,801.21	3,975.00	(1,173.79)	14,774.53	20,195.00	(5,420.47)	17,157.74	49,144.00
5935 Month to Month	0.00	407.00	(407.00)	0.00	2,035.00	(2,035.00)	1,850.00	4,884.00
5990 Application Fee Income	150.00	450.00	(300.00)	750.00	2,100.00	(1,350.00)	1,525.00	4,875.00
5992 Broken Lease Charges-Tenant	0.00	0.00	0.00	0.00	1,379.00	(1,379.00)	3,810.00	5,516.00
5994 Miscellaneous Income	(426.23)	0.00	(426.23)	0.00	0.00	0.00	0.00	415.00
<b>TOTAL OTHER INCOME</b>	<b>15,171.42</b>	<b>19,533.00</b>	<b>(4,361.58)</b>	<b>85,233.23</b>	<b>97,250.00</b>	<b>(12,016.77)</b>	<b>94,923.01</b>	<b>237,240.00</b>
<b>TOTAL INCOME</b>	<b>282,464.53</b>	<b>311,721.00</b>	<b>(29,256.47)</b>	<b>1,355,381.99</b>	<b>1,530,126.00</b>	<b>(174,744.01)</b>	<b>1,469,064.09</b>	<b>3,741,107.00</b>
<b>EXPENSES:</b>								
<b>PAYROLL EXPENSE</b>								
6220 Marketing Payroll	3,523.95	2,761.00	(762.95)	17,702.46	15,083.00	(2,619.46)	15,055.57	36,088.00
6310 Office Payroll	5,554.88	3,194.00	(2,360.88)	22,255.31	20,400.00	(1,855.31)	21,318.28	47,609.00
6330 Resident Manager Payroll	6,769.54	4,880.00	(1,889.54)	27,315.88	27,660.00	344.12	22,493.10	65,611.00
6511 Cleaning Payroll	4,848.22	4,306.00	(542.22)	30,048.88	25,121.00	(4,927.88)	18,385.29	58,012.00

507 FIRESIDE PARK APARTMENTS

For the Five Months Ending Wednesday, May 31, 2017

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Prior Year YTD Actual	Total Annual Budget
Service Payroll	11,897.67	11,979.00	81.33	72,200.03	66,643.00	(5,557.03)	77,997.12	157,758.00
Payroll Processing	381.14	117.00	(264.14)	714.50	585.00	(129.50)	557.01	1,400.00
FTCA	2,323.06	2,075.00	(248.06)	12,277.65	11,457.00	(820.65)	11,408.20	27,016.00
FUTA	28.84	0.00	(28.84)	329.40	336.00	6.60	347.81	336.00
SUTA	201.94	0.00	(201.94)	2,533.15	2,243.00	(290.15)	2,242.72	2,244.00
Workers Compensation	921.95	876.00	(45.95)	5,146.90	4,858.00	(288.90)	4,697.29	11,431.00
401K/EAP Benefits	482.67	588.00	105.33	2,755.66	3,244.00	488.34	1,726.19	7,658.00
Health Insurance	1,915.46	3,275.00	1,359.54	8,323.03	16,375.00	8,051.97	6,860.45	39,300.00
TOTAL PAYROLL EXPENSE	38,849.32	34,051.00	(4,798.32)	201,602.85	194,005.00	(7,597.85)	183,089.03	454,463.00
FURNISHED APARTMENT EXPENSES								
RENTING EXPENSES								
Advertising/Marketing	2,212.68	2,060.00	(152.68)	13,738.33	12,600.00	(1,138.33)	9,221.30	31,040.00
Credit Reports	246.90	396.00	149.10	1,475.20	1,848.00	372.80	1,266.90	4,290.00
TOTAL RENTING EXPENSE	2,459.58	2,456.00	(3.58)	15,213.53	14,448.00	(765.53)	10,488.20	35,330.00
SERVICE EXPENSES								
Activities Supply	342.26	50.00	(292.26)	342.26	950.00	607.74	512.08	3,250.00
Activities Contractor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
TOTAL SERVICE EXPENSE	342.26	50.00	(292.26)	342.26	950.00	607.74	512.08	3,550.00
ADMINISTRATIVE EXPENSES								
Training	1,160.00	1,010.00	(150.00)	2,156.29	2,633.00	476.71	1,207.99	3,323.00
Temporary Office Help	0.00	0.00	0.00	1,275.10	0.00	(1,275.10)	0.00	0.00
Office Supplies	204.66	386.00	181.34	2,091.18	1,930.00	(161.18)	1,958.11	4,830.00
Dues & Subscriptions	0.00	0.00	0.00	0.00	450.00	450.00	0.00	450.00
Postage	60.40	55.00	(5.40)	300.66	275.00	(25.66)	150.65	660.00
Computer Expense	766.05	1,155.00	388.95	5,239.32	5,820.00	580.68	5,556.00	11,812.00
Bank Charges	116.90	150.00	33.10	626.56	750.00	123.44	806.62	1,800.00
Travel	863.76	300.00	(563.76)	3,645.43	1,500.00	(2,145.43)	800.64	3,600.00
Telephone Expense/DSL Expense	771.80	816.00	44.20	3,983.72	4,080.00	96.28	4,107.56	10,512.00
Management Fee	7,778.60	9,353.00	1,574.40	40,360.47	46,765.00	6,404.53	44,233.97	112,233.00
Legal Expenses	690.00	930.00	240.00	2,065.00	4,650.00	2,585.00	4,908.00	11,160.00
Auditing Fees	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00	8,158.00
TOTAL ADMINISTRATIVE EXPENSES	12,412.17	15,655.00	3,242.83	61,743.73	70,353.00	8,609.27	65,229.54	168,538.00
UTILITY EXPENSES								
Electricity	1,086.61	2,257.00	1,170.39	6,718.26	8,306.00	1,587.74	8,306.49	19,205.00
Water	9,060.70	15,450.00	6,389.30	80,391.53	77,250.00	(3,141.53)	77,217.70	201,880.00
Gas	3,388.65	3,435.00	46.35	10,771.00	20,740.00	9,969.00	13,945.83	41,985.00
Vacant Unit Electric	356.51	413.00	56.49	2,891.10	2,685.00	(206.10)	1,733.61	5,245.00

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507 FIRESIDE PARK APARTMENTS

For the Five Months Ending Wednesday, May 31, 2017

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Prior Year YTD Actual	Total Annual Budget
6455 Vacant Unit Gas	3,613.41	295.00	(3,318.41)	7,136.91	1,918.00	(5,218.91)	2,421.08	3,747.00
TOTAL UTILITY EXPENSES	17,505.88	21,850.00	4,344.12	107,908.80	110,899.00	2,990.20	103,624.71	272,062.00
TURN-OVER (TO) EXPENSES								
6501 TO Cleaning Contract	1,484.90	275.00	(1,209.90)	4,389.90	1,286.00	(3,103.90)	760.70	3,003.00
6503 TO Painting Contract	0.00	2,530.00	2,530.00	11,860.00	11,830.00	(30.00)	10,507.50	27,685.00
TOTAL TURN-OVER (TO) EXPENSES	1,484.90	2,805.00	1,320.10	16,249.90	13,116.00	(3,133.90)	11,268.20	30,688.00
MAINTENANCE EXPENSE								
6513 Temporary Maintenance Help	0.00	0.00	0.00	336.00	0.00	(336.00)	0.00	0.00
6515 Grounds Supplies	0.00	0.00	0.00	180.39	500.00	319.61	1,459.30	1,000.00
6516 Cleaning Supplies	282.20	300.00	17.80	1,287.01	1,500.00	212.99	1,349.88	3,600.00
6517 Repairs Supplies	726.19	2,000.00	1,273.81	11,363.04	10,000.00	(1,363.04)	10,614.15	24,000.00
6518 Painting Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6519 Painting Contract	0.00	0.00	0.00	0.00	23,950.00	23,950.00	0.00	26,200.00
6520 Exterminating	0.00	620.00	620.00	11,720.24	7,022.00	(4,698.24)	2,950.00	13,542.00
6521 Grounds Contract	1,850.59	7,801.00	5,950.41	8,751.77	14,003.00	5,251.23	9,151.77	26,610.00
6522 Cleaning Contract	1,555.00	1,500.00	(55.00)	2,955.00	3,000.00	45.00	310.00	20,500.00
6523 Repairs Contract	3,511.75	1,850.00	(1,661.75)	26,141.91	10,350.00	(15,791.91)	12,574.07	23,300.00
6525 Trash Removal	9,863.55	6,666.00	(3,197.55)	40,033.23	33,330.00	(6,703.23)	39,896.72	79,992.00
6535 Protection Contract	410.00	311.00	(99.00)	1,055.50	2,920.00	1,864.50	3,627.45	4,368.00
6546 HVAC Repairs & Materials	846.94	600.00	(246.94)	3,425.86	3,000.00	(425.86)	1,208.60	7,200.00
6548 Snow Removal/Supplies	0.00	0.00	0.00	5,826.41	19,100.00	13,273.59	20,768.37	20,600.00
6570 Swimming Pool Maintenance	3,780.00	5,515.00	1,735.00	3,780.00	5,515.00	1,735.00	2,545.00	21,870.00
6590 Uniform Service	0.00	0.00	0.00	821.94	0.00	(821.94)	0.00	1,875.00
TOTAL MAINTENANCE EXPENSES	22,826.22	27,163.00	4,336.78	117,678.30	134,190.00	16,511.70	106,455.31	274,907.00
TAXES AND INSURANCE								
6710 Real Estate Taxes	23,513.81	23,514.00	0.19	117,569.05	117,570.00	0.95	17,059.71	287,809.00
6720 Hazard Insurance	2,599.30	4,438.00	1,838.70	21,027.34	22,190.00	1,162.66	21,745.85	54,141.00
6790 Other Taxes, Licenses, and Fees	0.00	0.00	0.00	150.00	500.00	350.00	0.00	3,580.00
TOTAL TAXES AND INSURANCE	26,113.11	27,952.00	1,838.89	138,746.39	140,260.00	1,513.61	38,805.56	345,530.00
TOTAL OPERATING EXPENSES	121,993.44	131,982.00	9,988.56	659,485.76	678,221.00	18,735.24	519,472.63	1,585,068.00
NET OPER INC/(LOSS) - NOI	160,471.09	179,739.00	(19,267.91)	695,896.23	851,905.00	(156,008.77)	949,591.46	2,156,039.00
REPLACEMENTS								
6504 TO Carpet/Vinyl Replacement	0.00	0.00	0.00	777.62	0.00	(777.62)	10,511.50	5,088.00
6505 TO Appliances/Cabinets/HVAC	0.00	0.00	0.00	0.00	0.00	0.00	1,817.99	16,430.00

507 FIRESIDE PARK APARTMENTS

For the Five Months Ending Wednesday, May 31, 2017

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Prior Year YTD Actual	Total Annual Budget
6593 Carpet/Vinyl Replacement	0.00	0.00	0.00	160.00	2,100.00	1,940.00	2,214.37	8,400.00
6594 Appliances/Cabinets/HVAC	0.00	0.00	0.00	0.00	0.00	0.00	1,205.53	1,360.00
6571 Maintenance Equipment	32.85	0.00	(32.85)	32.85	0.00	(32.85)	5,417.47	0.00
6596 Furniture/Fixtures and Equipment	0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00	2,300.00	13,500.00
TOTAL REPLACEMENT EXPENSES	32.85	5,000.00	4,967.15	970.47	7,100.00	6,129.53	23,466.86	44,778.00
NET OPER INC/(LOSS) AFTER REPLACEMENTS	160,438.24	174,739.00	(14,300.76)	694,925.76	844,805.00	(149,879.24)	926,124.60	2,111,261.00
FINANCIAL EXPENSES								
6820 Interest-First Mortgage	86,852.87	87,108.00	255.13	437,723.32	435,540.00	(2,183.32)	448,079.08	1,045,302.00
6830 Interest-Third Mortgage	4,263.76	4,264.00	0.24	21,318.80	21,320.00	1.20	21,318.80	51,171.00
6835 Interest-Fourth Mortgage	6,933.06	6,933.00	(0.06)	34,665.30	34,665.00	(0.30)	34,665.30	83,197.00
TOTAL FINANCIAL EXPENSES	98,049.69	98,305.00	255.31	493,707.42	491,525.00	(2,182.42)	504,063.18	1,179,670.00
NET INC/(LOSS) AFTER FINANCIAL EXPENSES	62,388.55	76,434.00	(14,045.45)	201,218.34	353,280.00	(152,061.66)	422,061.42	931,591.00
ADJUSTMENTS TO NET INCOME/LOSS								
6592 R/R Eligible Expenses	2,056.04	35,040.00	32,983.96	31,062.60	84,024.00	52,961.40	59,437.83	139,395.00
7000 Capitalized Expenses	0.00	0.00	0.00	0.00	0.00	0.00	7,189.00	0.00
7002 Nonrecurring Expenses	0.00	0.00	0.00	3,000.00	0.00	(3,000.00)	0.00	0.00
6800 Asset Mgmt/Prtshp Admin Fee	2,183.60	2,060.00	(123.60)	10,423.60	10,300.00	(123.60)	10,180.00	24,720.00
TOTAL ADJUSTMENTS	4,239.64	37,100.00	32,860.36	44,486.20	94,324.00	49,837.80	76,806.83	164,115.00
DEPRECIATION AND AMORTIZATION								
6600 Depreciation Expense	67,297.30	67,297.00	(0.30)	336,486.50	336,485.00	(1.50)	336,486.50	807,568.00
TOTAL DEPRECIATION AND AMORTIZATION	67,297.30	67,297.00	(0.30)	336,486.50	336,485.00	(1.50)	336,486.50	807,568.00
NET INCOME(LOSS)	(9,148.39)	(27,963.00)	18,814.61	(179,754.36)	(77,529.00)	(102,225.36)	8,768.09	(40,092.00)
CASHFLOW ADJUSTMENTS								
8001 Principal-1st Mortgage	58,842.78	59,106.00	263.22	292,488.24	295,530.00	3,041.76	282,330.00	709,277.00
8270 Replacement Reserve Deposits	7,434.00	7,434.00	0.00	37,170.00	37,170.00	0.00	31,820.68	89,208.00
8290 Replacement Reserve Withdrawals	0.00	(35,040.00)	(35,040.00)	(53,824.00)	(84,024.00)	(30,200.00)	(2,300.00)	(139,395.00)
8957 Contra Depreciation/Amortization	(67,297.30)	(67,297.00)	0.30	(336,486.50)	(336,485.00)	1.50	0.00	(807,568.00)
TOTAL CASHFLOW ADJUSTMENTS	(1,020.52)	(35,797.00)	(34,776.48)	(60,652.26)	(87,809.00)	(27,156.74)	311,850.68	(148,478.00)
NET CASHFLOW	(8,127.87)	7,834.00	(15,961.87)	(119,102.10)	10,280.00	(129,382.10)	(303,082.59)	108,386.00

# TAB 4

## PUBLIC HOUSING MANAGEMENT REPORT

Period: May 1-31, 2017

### OCCUPANCY

<u>Total PH Units</u>	<u># Vacant – 3/31/17</u>	<u># Vacant 4/31/17</u>	<u>#Move-Ins</u>	<u>#Move-Outs</u>	<u># Vacant – 5/30/17</u>
108	2	2	1	0	2

% Units Occupied as of 4/31/17      98%

% Units Occupied as of 3/31/17      98%

### APPLICATION PROCESSING

# Processed – Unit Assigned/Move-In This Month      1

# Processed - Unit Assigned/Move-in Next Month      0

# Processed – Waiting for Unit Assignment      0

# Processing in Progress/Not Complete      0

#### Comments

*Applicants are continually being processed for future vacancies.*

### VACANT UNIT PREPARATION

<u>#Vacant – 5/30/17</u>	<u>#Units Made Ready</u>	<u>#Units Make Ready in Progress</u>
2	0	0

#### Comments:

List addresses of vacant units end of March:

507 Bickford Avenue (Due to fire)

1206 First Street-which RHE will do a unit transfer

## OTHER LEASE ENFORCEMENT ACTIVITIES

# Lease Violation Notices     0

# Summons Issued                21

# Writs Issued                    Court Date June 21, 2017

Comments:

## EVICTIONS

# Non-payment of Rent         0

# Other lease violations         0

Comments:

## WORK ORDER COMPLETION

	<u># Incomplete</u> <u>5/30/17</u>	<u># Received</u>	<u># Completed</u>	<u># Incomplete</u> <u>6/10/17</u>
<b>PH units</b>	5	113	111	2
<b>REL P</b>	0	40	40	0
<b>RHE Prop</b>	0	0	0	0

Comments

**PREVENTIVE MAINTENANCE ACTIVITIES: Maintenance attended installation of the smoke detector**

# TENANT ACCOUNTS RECIEVABLE And RE-EXAM REPORT

## PUBLIC HOUSING

### REEXAMINATIONS

Annual Reexaminations Scheduled (Effective May 1, 2017)	0
Annual Reexaminations Completed	0
Late Annual Reexaminations Completed	0
Late Annual Reexaminations to be Completed	0
Interim Reexaminations Completed	0
PIC Submission Rate as of May 30, 2017	100%

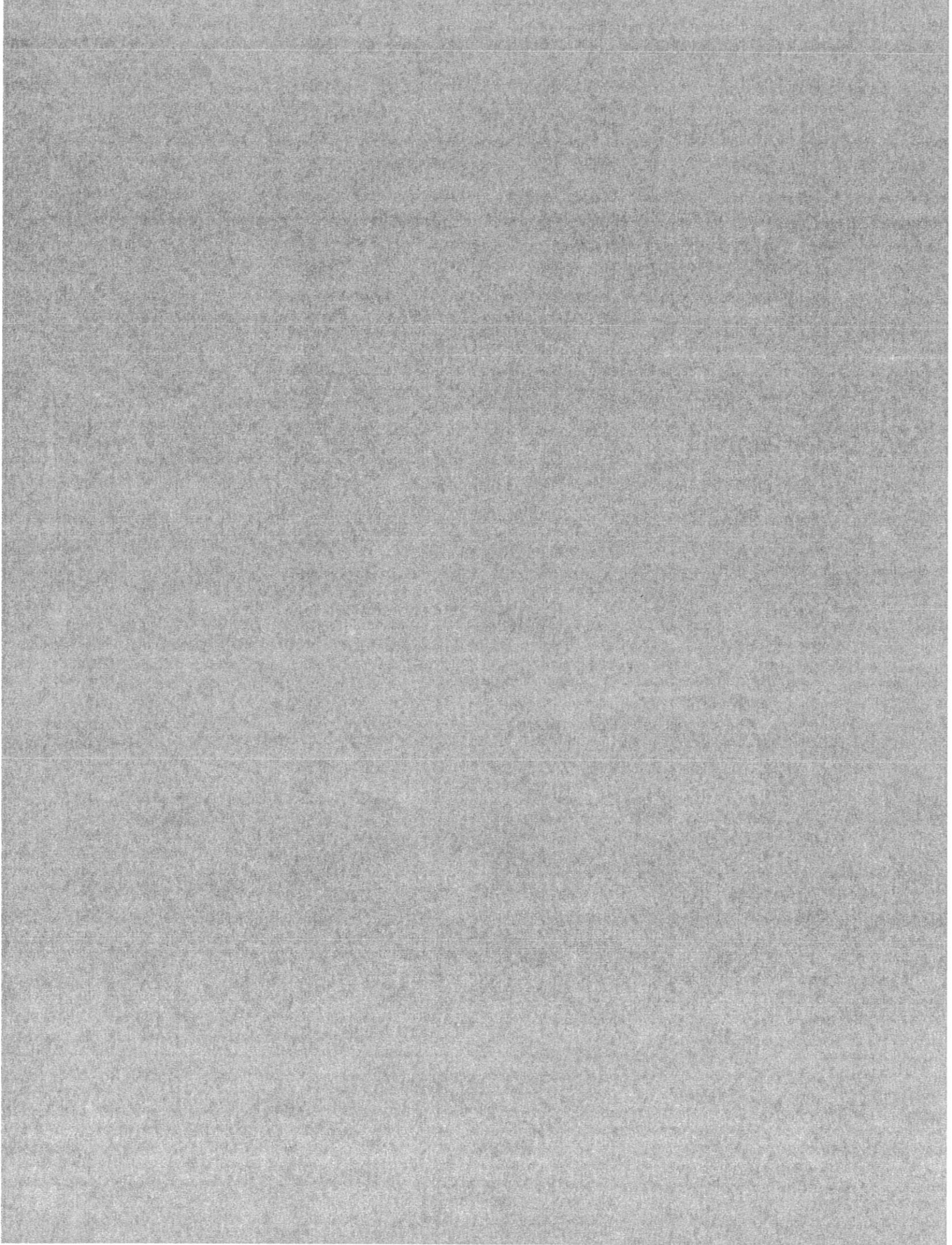
Comments: *None at this time.*

### TENANT ACCOUNTS RECEIVABLE (TARs)

TARs as of 5/10/2017	<b>\$ 6,834.79</b> (not including delinquent move-outs) Reprieves were given to 12 families owing \$50 or less.
<b>Total TAR balance as of 5/31/2017</b>	<b>\$ 2,633.54</b>
<b>Repayment Agreements Executed</b>	<b>\$ 0.00</b>
# Tenants Delinquent	<b>31</b>
# Summons Issued	<b>21</b>
# Writs Issued	<b>0</b>

**Comments:**

Court date for residents will be held on June 21, 2017 for May balances



## RHEP MONTHLY COMPLIANCE REPORT

MONTH: May YEAR: 2017

Last Month	4
# Move-Ins	0
# Move-Outs	0
Total Units Occupied	4
# Units Vacant (available)	0
% of Total Units Occupied/Available	100% / 0%

*Jessica Anderson*

*6/10/17*

Signature of Owner's Authorized Representative

Date

**TENANT ACCOUNTS RECEIVABLE (TARs)**

**RHEP 4 units**

TARs as of 5/10/2017                      \$0.00 (not including delinquent move-outs) 0

Total TAR balance of 5/30/2017        \$ 0.00 (not including delinquent move-outs) 0

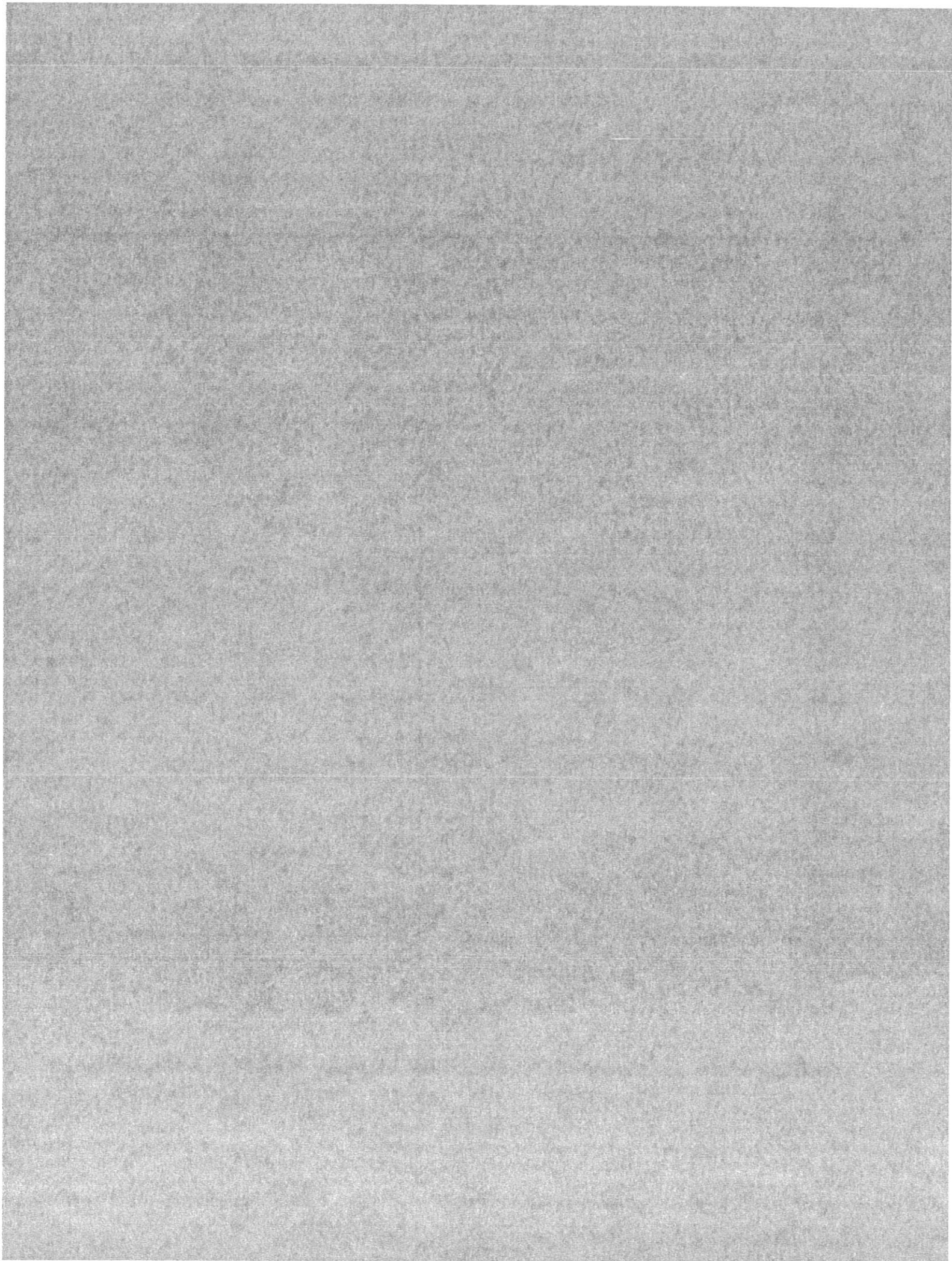
**Repayment Agreements Executed      \$ 0**

# Tenants Delinquent                      0

# Summons Issued                          0

# Writs Issued                              0

Comments:



## RELP ONE MONTHLY COMPLIANCE REPORT

The undersigned, as the authorized representative of the RELP One, hereby certifies that for the month recorded, (i) the following number of units in the Development were occupied by Lower Income Tenants and (ii) the following number and percentages of dwelling units in the Development were either occupied by Lower Income Tenants or were held vacant and available to such occupancy for all or part of such period:

MONTH: May

YEAR: 2017

Tax Credit Qualified Residents  
100% @ 60% AMI  
(56 Units)

Last Month	55
# Move-Ins	1
# Move-Outs	0
Total Units Occupied	56
# Units Vacant (available)	0
% of Total Units Occupied/Available	100% / 0%

*Jessica Anderson*

*6/19/17*

Signature of Owner's Authorized Representative

Date

## **TENANT ACCOUNTS RECEIVABLE (TAR)**

### **REL P 56 units**

TARs as of 5/10/2017                      **\$ 24,372.63** (not including delinquent move-outs)

Total TAR balance as of 5/31/2017      **\$ 8,296.24** (not including the delinquent move out) RHE  
granted one reprieve to REL P families.

**Repayment Agreements Executed      \$ 0**

# Summons Issued                              9 (for May rent)

# Writs Issued                                  3 (Writs received in June for April's rent)

#### **Comments:**

Court date for residents that have not paid rent will be held June 21, 2017 for the May rent.

# TAB 5

# CALENDAR YEAR 2017 LEASING, HAP AND ADMIN FEE UTILIZATION

HA Name Rockville Housing Enterprises  
 HA Number MD 007

	Unit Months		Unit Months		Over/(Under) Leased	HAP Funding		HAP Cost		HAP Share of		FSS Escrow		Other	
	Leased (excluding DVP)	Available (excluding DVP)	Leased (excluding DVP)	Available (excluding DVP)		(excluding DVP)	(excluding DVP)	Fraud Recovery	(excluding DVP)	(excluding DVP)	Forfeitures	Adj to HAP Reserve			
Jan	358	359	(1)			\$401,165.00	\$	368,028							
Feb	340	359	(19)			\$401,165.00	\$	425,009							
Mar	348	359	(11)			\$333,266.00	\$	359,808							
Apr	356	359	(3)			\$333,266.00	\$	385,693							
May	343	359	(16)			\$333,266.00	\$	390,986							
Jun			0												
Jul			0												
Aug			0												
Sep			0												
Oct			0												
Nov			0												
Dec			0												
	1,745	1,795	(50)			\$1,802,128		\$1,929,524		\$0		\$0			\$0

Leased Percentage -- 97.21%

HAP Utilization --

107.07%

Homeownership Coordinator Report  
By Susan A. Cheney  
June 16, 2017  
For month of May, 2017

Legacy at Lincoln Park, RHE Homeownership, Money Management and Credit Counseling Programs and MPDU Purchases

#### Legacy at Lincoln Park

- The property at 160 Moore Drive was reported to have sold on May 19 for \$420,000. It had been listed on April 8 for \$414,000. The townhouse at 156 Moore Drive, listed at \$409,900 has a pending contract. The 156 property does have fewer amenities than the 160 property. Both are 3 bedroom, 3 bath townhouses.
- The detached single family home at 819 Westmore Ave, which had been listed at \$649,000, has had a price reduction to \$598,500.

#### Michael Harris at King Farm

The Michael Harris townhouse development at King Farm has not released any more of the MPDUs for purchase at this time. We still have four families interested in these homes. Three of the families are eligible to use the Housing Choice Voucher Homeownership Program.

#### First Time Homebuyers

- We do have an RHE family under contract to purchase a home in Montgomery Village in the County. This is an HCV participating family, but was unable to locate a property in the City of Rockville that the family could afford even with the addition of the voucher support to their financing. Unfortunately, outside the City of Rockville the use of the voucher for homeownership is limited to HOC HCV holders who are grandfathered in. HOC is not offering the HCV Homeownership Program at this time to new participants and not to families porting into its jurisdiction.
- We are learning of MPDU resale properties becoming available. Unfortunately, they may need considerable work to make them purchase ready for a family or they are smaller properties than necessary to accommodate or satisfy the needs of

the families wanting to buy. Of our purchase ready families one is a family of four, two are families of 3 and one is a family of 2. All are eagerly watching the Michael Harris townhouse development. Our four families are #7, #21, #27 and #28 on the MPDU Waiting List for Purchase.

# TAB 6

# FIRESIDE PARK APARTMENTS MONTHLY COMPLIANCE REPORT

As the authorized representative of the Fireside Park Apartments, hereby certifies that for the month recorded, (i) the following number of units in the Development were occupied by Lower Income Tenants and (ii) the following number and percentages of dwelling units in the Development were either occupied Very Low Income Tenants or were held vacant and available to such occupancy for all or part of such period:

MONTH: June 13 YEAR: 2017

	<b>Affordable @ 50% AMI</b>	<b>Affordable @ 60% AMI</b>	<b>Affordable @ 80% AMI</b>	<b>Market</b>	<b>Total</b>
<b>Total Units</b>	<b>10</b>	<b>84</b>	<b>24</b>	<b>118 (includes office)</b>	<b>236</b>
Occupied Last Month 5/31/17	9	82	22	97	210
# Move-Ins	1	2	0	2	5
# Move-Outs	0	1	0	0	1
Total Units Occupied	10	83	22	99	214
# Units Vacant	0	1	2	19	22
<b>% of Total Units Occupied</b>	<b>100%</b>	<b>99%</b>	<b>92%</b>	<b>84%</b>	<b>91%</b>
Renewals					

## Fireside Park Apartments

### EXECUTIVE SUMMARY

#### ASSET SUMMARY

LOCATION	Rockville, Maryland	REPORT MONTH	May 2017
YEAR BUILT	1961	NUMBER OF UNITS	236

#### CURRENT LEASING STATUS BOX SCORE

	ACTUAL	BUDGET	VARIANCE
OCCUPANCY %	89%	96%	7%
LEASE %	94%	96%	2%
AVERAGE MARKET RENT - \$	\$1557	\$1557	\$0.00
AVERAGE MARKET RENT - PSF	\$1.95	\$1.96	\$0.00
AVERAGE MAX RENT - \$	\$1557	\$1557	\$0.00
AVERAGE MAX RENT - PSF	\$1.95	\$1.96	\$0.00
CHANGE IN RENT FROM PRIOR MONTH	<i>Conventional Units \$1270-1bdm \$1540-2bdm \$1860-3bdm</i>		
CURRENT CONCESSION	<i>5% discount for Military, Police, Fire Personnel, and Montgomery County /City of Rockville employees</i>		
CHANGE IN CONCESSION FROM PRIOR MONTH	<i>Prorated move-in concessions after the 15<sup>th</sup> of the month/May1st months rent free &amp; Free reserve parking. Resident referral of 750</i>		

#### MONTH'S HIGHLIGHTS

- May 2017, Move In budget 6 actual move-ins 5.
- May 2017 Move out budget 6 actual 5.
- 48 leads and 27 visiting prospects resulted in 6 applications for a closing ratio of 22%.

#### SUBMARKET SNAPSHOT

There are 6 competitors in the surveyed subset. The average market rent in the defined submarket is reported at \$1,670, or \$1.86/sf. Fireside Park's current market rent is \$1,557 or \$1.96/sf. based on Market priced units.

#### SALES & TRAFFIC

Primary sources of traffic for May 2017 were:

- ForRent.com accounted for 0 leads or 0% of traffic.
- Apartment Guide accounted for 1 leads or 04% of traffic.
- Craigslist accounted for 0 leads or 0% of traffic.
- Drive bys-8 leads or 16% of traffic.
- Other (Internet) accounted for 4 leads or 02% of traffic.
- Google accounted for 1 lead or 04% of traffic
- Housing accounted for 1 leads or 04% of traffic
- Agency accounted for 0 leads or 0% of traffic
- Humphrey Website accounted for 0 leads or 0.00% of traffic
- Referrals accounted for 3 leads or 06% of traffic
- Zillow accounted for 0 leads or 0%
- Apt.com accounted for 7 leads for 15%
- Go Section8 accounted for 0 leads or 0%
- Other accounted for 23 leads or 48%

## CURRENT ADVERTISING SOURCES

Complete list of lease sources:

- Firesidepark.com
- Rockville Housing
- Resident referral program (\$750.00)
- Craigslist
- ApartmentGuide.com
- Humphreymangement.com
- Outreach Flyers
- On-line Advertisement-Rockville Chamber of Commerce
- Zillow
- Apartments.com
- Go Section8
- Mobile Mini Model
- Baseball sponsorship in Dogwood Park

## ADDITIONS TO SOURCES OVER PRIOR MONTH

- Open House/Pool Party

## PLANNED ADVERTISING SOURCES

- Outreach adhesive notes

## TURNOVER

May 2017 Move Out Stats: Budget 6- Actual 5

<b>Reason of vacating</b>	<b>Current Month YTD</b>	
	<b>#</b>	<b>#</b>
<i>Increase in Family Size</i>	0	0
<i>Loss of Job</i>	0	0
<i>Other/Unknown</i>	4	7
<i>Home Purchase</i>	0	1
<i>Relocation for Work</i>	1	5
<i>Considered Rent too High</i>	0	0
<i>Disliked Environment</i>	0	1
<i>Owner Initiated-Non payment</i>	0	4
<i>Relocated out of area</i>		
<i>Death/Medical</i>	0	2
<i>Total Move-outs</i>	5	20

**RENEWALS, RECERTS & RESIDENT RETENTION**

	<i>Current Month</i>		<i>30 Days Out</i>		<i>60 Days Out</i>	
	<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>
<i>Total Lease Expirations</i>	14	6%	12	9%	11	5%
<i>Notices to Vacate</i>	5	35%	2	17%	0	17%
<i>Renewed</i>	9	65%	10	7%	11	100%
<i>Month to Month</i>	0	0%	0	0.00%	0	0%
<i>Outstanding</i>	0	0%	0	0.00%	0	0%

**DELINQUENCY**

\$69,946-May 2017

**PROPERTY INCIDENTS****MAJOR MAINTENANCE ITEMS AND/OR CAPITAL IMPROVEMENTS****STAFFING**

- Maintenance tech position vacant
- Community Manager position vacant

**MISCELLANEOUS ISSUES**

**Fireside Park Apartments**  
**Asset Manager's Monthly Report for the Period May 31, 2017**

<b>Project Milestones – 4/19/2017 to 5/20/2017</b>			
	<b>CitiBank</b>	<b>Montgomery County</b>	<b>City of Rockville</b>
	-Paid Mortgage Payment (P&I): \$ 145,364.65	- General Coordination - Refinancing Discussions	- General Coordination - Public Works- Unmetered Water Discussion - Refinancing Discussions

<b>Next Month's Project Milestones – 5/21/17 to 6/16/17</b>			
	<b>CitiBank</b>	<b>Montgomery County</b>	<b>City of Rockville</b>
	- Pay Mortgage Payment (P&I)	- General Coordination	- General Coordination

<b>Summary of Financial Status</b>			
	<b>CitiBank</b>	<b>Montgomery County</b>	<b>City of Rockville</b>
Loan Principal Balance (as of 5/31/2017)	\$29,558,817.32	\$ 2,773,224	\$ 1,705,709.00
Reserve Balance (as of 5/31/2017)	Replacement Reserves: \$ 308,162.40		
<b>Net Cashflow for May, 2017 (excludes depreciation): \$58,148.91</b>			
<b>Net Cashflow Year to Date (excludes depreciation): \$156,732.14</b>			
<b>Current Cash Position (as of 5/31/2017)</b>			<b>\$ 12,156.59</b>

<b>Status of Pending Items</b>	
Occupancy	Discussion – Weekly Reports
Marketing/Lease-Up & Community Mgr.	Discussion and Status
Redevelopment	Solicitations and selection of design and construction team
Eviction Process and Mapping	Review of current schedule

# TAB 7

June 21, 2017

To: Jessica Anderson, E.D.  
Rockville Housing Enterprises ("RHE")

From: NIXDEVCO, LLC

Re: Selection of a Project Architect for Fireside Park Apartments

\*\*\*\*\*

It is my understanding that RHE received two responsive proposals for the RFP No. 2017-007 Request for Proposals for Architectural Services.

- Arcadia Architects
- ZAD – Zavos Architecture & Design, LLC

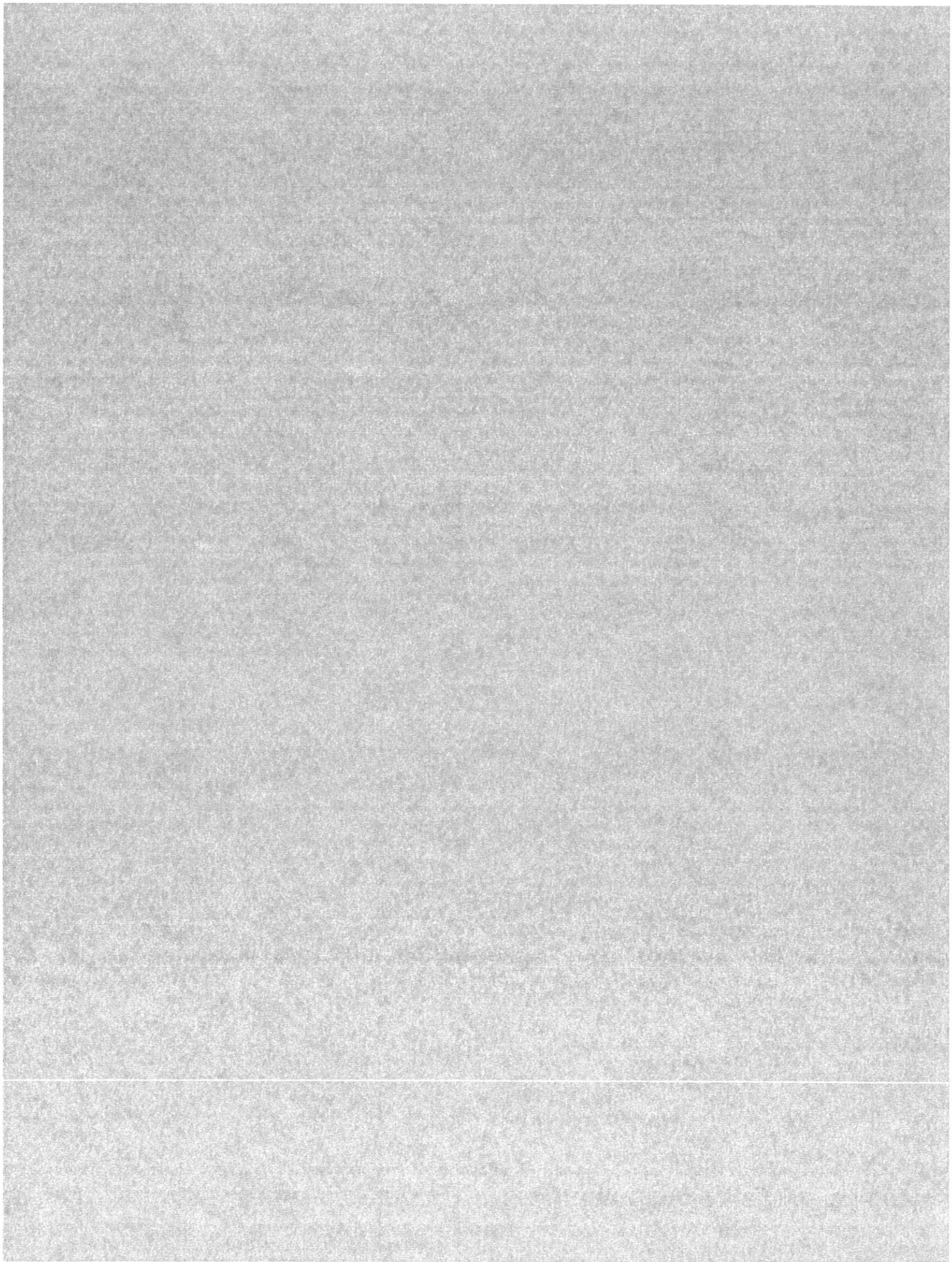
Based on my review of each proposal and due diligence conducted, please find my evaluation and recommendation below:

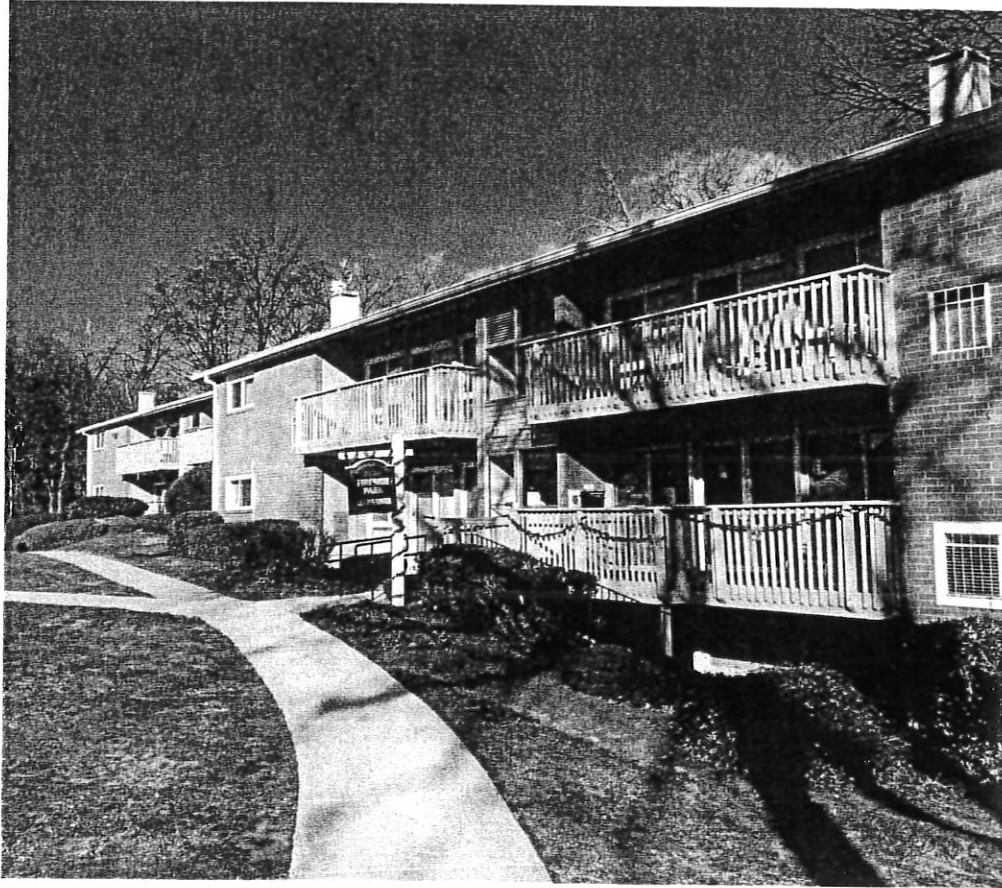
Criteria	Max Points	ZAD	Arcadia
Qualifications	10	10	10
Experience	15	10	15
Cost Proposal	20	10	15
Building Concept Plan	5	3	4
<b>Total</b>	<b>50</b>	<b>33</b>	<b>44</b>

**I recommend RHE move forward with Arcadia Architects.** They have the requisite design and rehabilitation experience and qualifications. In addition to their fee being lower than ZAD's (with the inclusion of the landscape architecture service), Arcadia has pledged to defer their entire fee until the Project's financial closing.

Feel free to contact me with any questions.

Thank you.





# Proposal for Architectural Services

FIRESIDE PARK APARTMENTS  
RHE FIRESIDE PARK INC.

The Arcadia Group Inc  
1350 Columbia Street, Suite 802  
San Diego, California 92101

June 9, 2017

# Table of Contents

*Statement of Qualifications*

*Experience*

*Estimated Fee Cost*

*Building Concept Plans*

*References*

*Schedule*

*Licensing and Insurance*

*Representations, Certifications and Other*

## A. Statement of Qualifications

The Arcadia Group's practice is devoted almost entirely to providing architectural services to the affordable housing repositioning industry and it has significant experience in rehabilitation of multifamily housing having provided complete architectural services for sixty-two multi-family housing projects totaling almost 7,000 dwelling units throughout the US.

The Arcadia Group has offices in San Diego, California and Bethesda, Maryland. Staff at both locations will be available for this project with the Bethesda staff providing local presence and availability.

The scope of services for its projects spans the complete project development process and includes:

- Pre Design – programming and documentation of existing conditions
- Schematic Design – development of design concepts and alternatives including scope of rehabilitation and construction cost budgeting
- Design Development – refinement of the project design and scope of rehabilitation including refinement of the construction cost budget
- Construction Documents – preparation of working drawings and specifications
- Construction Contract Bidding and Negotiation
- Construction Administration and Owner Representation

Services typically include:

- Architectural
- Structural
- Mechanical/Plumbing
- Electrical
- Landscape Architecture
- Sustainability/Energy

The Arcadia Groups principals, Arthur Balourdas and Michael Fraire have over 50 years combined experience in providing architectural services for multifamily housing projects throughout the United States. Projects have been in Montana, California, Arizona, Colorado, Ohio, Indiana, Illinois, Tennessee, South Carolina, Georgia, the District of

Columbia and Maryland. Resumes of the principals follow. Mark Sidorczuk in the Bethesda office will be the Project Architect assigned to this project. His resume also follows.

In providing services The Arcadia Group utilizes a team approach in concert with its professional consultants and the owner's general contractor to limit the surprises and unknowns inherent in rehabilitation projects.

Proposed consultants included in the architect's services for the Fireside Park Apartments project:

Landscape Architects:

Annapolis Landscape Architects

Mechanical/Electrical/Plumbing Engineer

Capital Brand Group

Sustainability/Energy Consultant

Capital Brand Group

Qualification information follows.

**PROFESSIONAL RESUME**

**The Arcadia Group Inc. 2007-Present Principal**

Principal in full service architectural and planning firm specializing in affordable housing projects especially rehabilitation projects.

**Hampstead Partners, Inc. 2000-2007 Director of Architecture and Planning**

Responsible for feasibility studies and design related to acquisition, development and redevelopment activities of both vacant land and existing buildings and properties. Conducts on-site assessments and develops full scopes of work, estimates, project specifications, design and plans. Solicits, retains and coordinates activities of associated professional consultants, design professionals and contractors.

**The Arcadia Group – Architecture 1985-2000 Principal**

Owner and principal of architectural firm. Responsible for all aspects of the operation of a full-service architecture and planning firm. Responsible for the design of numerous projects including multi-family, commercial and institutional projects. Projects included both new construction and rehabilitation.

Under a contract with the U.S. Department of Housing and Urban Development, performed or managed the performance of construction monitoring inspections of new and rehabilitation multi-family developments receiving cash advance grants (Section 202/811) or governmental mortgage insurance (Section 221d). Also prepared rehabilitation plans for 100's of multi-family units undergoing refinance or acquisition utilizing government mortgage insurance (Section 223Ff).

**Martinez Wong and Associates 1982-1985 Project Architect**

Project architect for numerous residential, commercial and institutional projects.

**Education**

Master of Architecture, University of Illinois Chicago, 1982  
B.S. in Architecture, The Ohio State University, 1980

**Licensure**

*California Licensed Architect C15734*  
*Maryland Licensed Architect 13268*

*District of Columbia Architect ARC101100*  
*Arizona Licensed Architect 53478*

**Associations / Other Activities**

Vice President, St. Spyridon Hellenic Foundation, a non-profit housing foundation.  
Member, American Institute of Architects

*V. Michael Fraire AIA*

**PROFESSIONAL RESUME**

**The Arcadia Group Inc.**

**2007-Present**

**Principal**

Principal in full service architectural and planning firm specializing in affordable housing projects especially rehabilitation projects.

**Hampstead Partners, Inc.**

**September 2003 - 2007**

**Associate Architect**

Responsible for feasibility studies and design related to acquisition, development and redevelopment activities of both vacant land and existing buildings and properties. Conducts on-site assessments and develops full scopes of work, estimates, project specifications, design and plans. Solicits, retains and coordinates activities of associated professional consultants, design professionals and contractors.

**Joseph Wong Design Associates**

**1979 - 1991, 1998 - 2003**

**Project Designer**

Responsible for all phases of Architectural Design including site evaluation, programming, schematic design, design development, development of cost models, production of contract documents and coordinating code compliance.

Project experience in the fields of telecommunications and data, administration facilities, public works, and educational and institutional design.

**Associations**

California Licensed Architect C20364

Member of the American Institute of Architects (AIA)

California Architects Board Commissioner (CAB)

**Relevant Experience**

- Hilton Hotel Mission Valley
- Naval Air Weapons Station Housing Office
- SDSU Foundation Student Housing

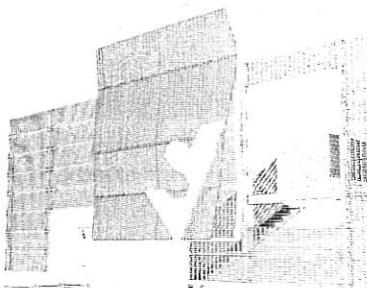
# Mark Sidorczuk, AIA, LEED AP, CPHC

6913 Winterberry Lane Bethesda, MD 20817

[E] Msidorczuk@gmail.com

[H] 301.320.4960 [C] 202.491.1089

## Experience



NOVEMBER 2015- Current

THE ARCADIA GROUP- Bethesda, MD

Senior Associate Architect

NOVEMBER 2005- NOVEMBER 2015

GRIMM AND PARKER ARCHITECTS- Calverton, MD

Senior Associate Architect

JANUARY 2003- November 2005

HICKOK WARNER COLE ARCHITECTS- Washington, DC

Project Architect

JUNE 1999- January 2003

GROUP GOETZ ARCHITECTS- Washington, DC

Job Captain / Project Architect JANUARY 2003- November 2005

## Projects

KEYSTONE APARTMENTS • Jonesborough, GA • 184 Unit Garden Style Apartments

Current Phase: Under Construction will be complete December 2017

Project Goal: Renovation of an existing 46 building complex on an 18-acre site and new site amenities.

Project Role: Construction Administration- Meetings with local building authority, design of playground, property management office/community center, RFI's, Submittals, Field Reports, Meeting Minutes, Site meetings every two to three weeks and field coordination. Review and approval of pay application/change orders.

HOMESTEAD APARTMENTS • Washington, DC • 55 Unit Multi Family Housing

Current Phase: Under Construction will be complete July 2017

Project Goal: Renovation of an existing 55-unit historic apartment building -48,000 sq. ft.

Project Role: Construction Administration- Permit Expediting, Lead BZA zoning approval process, RFI's, Submittals, Field Reports, Meeting Minutes, Site meetings and field coordination. Review and approval of pay application/change orders.

WILLOW RUN APARTMENTS • Columbia, SC • 200 Unit Garden Style Apartments

Current Phase: Construction complete June 2017

Project Goal: Renovation of an existing 25 building complex on a 15-acre site and new site amenities.

Project Role: Construction Administration- RFI's, Submittals, Field Reports, Meeting Minutes, Site meetings every two to three weeks and field coordination.

COLUMBIA GARDENS APARTMENTS • Cumberland, SC • 188 Unit Garden Style Apartments

Current Phase: Construction complete June 2017

Project Goal: Renovation of an existing 36 building complex on a 15.5-acre site and new site amenities.

Project Role: Construction Administration- RFI's, Submittals, Field Reports, Meeting Minutes, Site meetings every two to three weeks and field coordination.

BRIGHTWOOD APARTMENTS • Washington, DC • 140 Unit Multi Family Housing

Current Phase: Construction complete 2016

Project Goal: Renovation of an existing 140-unit apartment complex in four different historic building -131,000 sq. ft.

Project Role: Construction Administration- Permit Expediting, RFI's, Submittals, Field Reports, Meeting Minutes, Site meetings and field coordination. Review and approval of pay application/change orders.

CUMBERLAND ARMS • Cumberland, MD • 69 Unit Senior Housing

Current Phase: Construction complete 2016

Project Goal: Renovation of an existing 69-unit mixed use 6 story historic apartment buildings over 80,000 sq. ft.

Project Role: Construction Administration- RFI's, Submittals, Field Reports, Meeting Minutes, Site meetings and field coordination, furniture selection and coordination, finishes selection. Review and approval of pay application/change orders.

UNIVERSITY OF MARYLAND BALTIMORE COUNTY • Baltimore, MD • Performing Arts Center &

Humanities Building – 160,000 SF

Current Phase: Construction Complete 2015

Project Goal: Develop a new state of the art performance center encompassing a proscenium theatre, black box, concert hall, recording studios, dance studios and support/office spaces. Worked directly with William Rawn Associates the associate architect.

Project Role: Senior Project Architect - Lead the project team during 5 years of construction of both phases and additional site work, including proposals, contracts, material research, code studies, consultant coordination, and construction administration. All phases were on time and on budget.

LEWINSVILLE CENTER • McLean, VA • Senior Housing – 125,000 SF

Current Phase: Construction Documents- Project is on hold

Project Goal: Develop a center for senior citizens to age in place and be a part of the community

Project Role: Project Manager/Architect – Lead design concepts, defined building program, code study, material research, managed consultants, lead value engineering, coordinated with consultants, drafted proposals and additional service letters.

ST. MARTIN'S APARTMENTS • Washington, DC • 178 Unit Multi Family Housing – 225,000 SF

Current Phase: Construction complete 2011

Project Goal: Design 178-unit apartment building with 50 low-income units as part of Catholic Charity program

Project Role: Project Architect – Lead construction documents, code study, material research, managed consultants, and interfaced directly with client.

L'ENFANT PLAZA • Washington, DC • Class A Offices – 300,000 SF

Current Phase: Design Complete 2007

Project Goal: Development of L'Enfant Plaza to make it more user friendly and house three new buildings

Project Role: Project Architect for Icon Building that will house The National Children's Museum, working with Cesar Pelli & Associates.

THE MCPHERSON BUILDING • Washington, DC • Offices – 256,000 SF

Current Phase: Construction complete October 2006

Project Goal: Exterior Façade Renovation

Project Role: Ran project solely from start to finish

POTOMAC CENTER – NORTH TOWER • Washington, DC • Class A Offices – 560,000 SF

Current Phase: Construction complete July 2005

Project Goal: Re-skin entire façade, add additional floors and new cores to meet DOJ Level 4 security requirement

Project Role: Project Architect for interior cores and lobby. In charge of project document production and engineer coordination.

ORGANIZATION OF AMERICAN STATES • Washington, DC • Headquarters - 365,000 SF

Construction completed: January 2003

Project Goal: Complete renovation of an eight-story office building which encompassed five floors of office space, a main lobby, conference center, employee lounge, and supporting spaces

Project Role: Job Captain / Project Architect: RFI's, CCD's, Submittals, chalk lines, review of craftsmanship & design intent.

DC DEPARTMENT OF HOUSING • Washington, DC • Office Renovation 20,000 SF

Construction completed: December 2001

Project Goal: Various renovations to help tailor to DHCD current needs

Project Role: Project Architect from construction documents to construction administration

SERVERVAULT • Sterling, VA • Data Center & Offices - 20,000 SF

Construction completed: January 2001

Project Goal: To architecturally and technologically update a warehouse into a high security and highly technological facility that serves as the main headquarters for ServerVault. The project included major base building and interior renovations of the warehouse.

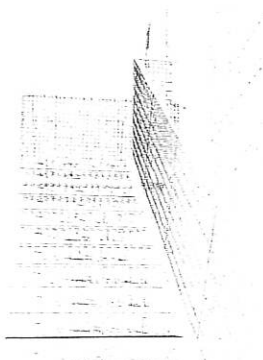
Project Role: Project Architect for all phases

BRANN CHICAGO • Chicago, IL • Regional Offices – 40,000 SF

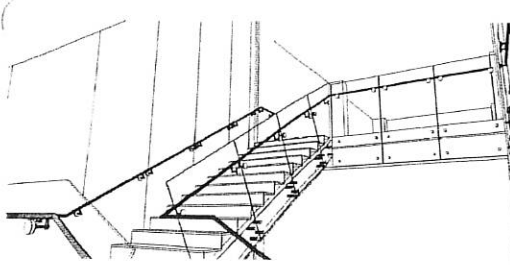
Construction completed: October 2000

Project Goal: Design a regional office for a national marketing firm, which includes workstations, offices, copy areas, pantries, and the main reception space and conference rooms

Project Role: Project Architect for all phases



## Projects Continued



NIXON PEABODY LLP • Washington, DC • Law Offices – 80,000 SF  
Construction completed: January 2000  
Project Goal: To design a law office  
Project Role: Architect for all phases

CIRCLE.COM • Baltimore, MD • Headquarters - 7,000 SF  
Construction completed: November 1999  
Project Goal: Design a high-end main headquarters space for a "dot com" marketing firm  
Project Role: Architect from design development to construction documents

CITY OF MCLEAN • McLean, VA • Master Plan  
Design completed: August 1997  
Project Goal: Design a master plan for the city of McLean  
Project Role: Architect -helped design, create freehand presentations, surveyed site and sketches of master plan

## Honors & Awards



2016 MDASLA Merit Award, UMBC PAHB Pond  
2015 AIA Maryland Design Excellence Award, UMBC PAHB  
2015 Brick in Architect Award, UMBC PAHB  
2014 AIA Baltimore Design Excellence Award, UMBC PAHB  
2014 AIA Potomac Valley Design Excellence Award, UMBC PAHB  
2014 ULI Baltimore Wavemaker Award, UMBC PAHB  
2013 Excellence in Concrete Award, Maryland American Concrete Institute, UMBC PAHB  
2012 Craftsmanship Award, Building Congress & Exchange, UMBC PAHB  
2004 AIA DC Design Excellence Award, Organization of American States  
2001 Pinnacle Award, Circle.com IIDA, Mid-Atlantic Chapter  
2001 Excellence in Construction, Nixon Peabody LLP, Associated Builders & Contractors, DC Chapter  
2000 AIA DC Design Excellence Award, Circle.com  
1998 Virtual Reality Model Displayed at SIGGRAPH 98

## Professional Affiliations

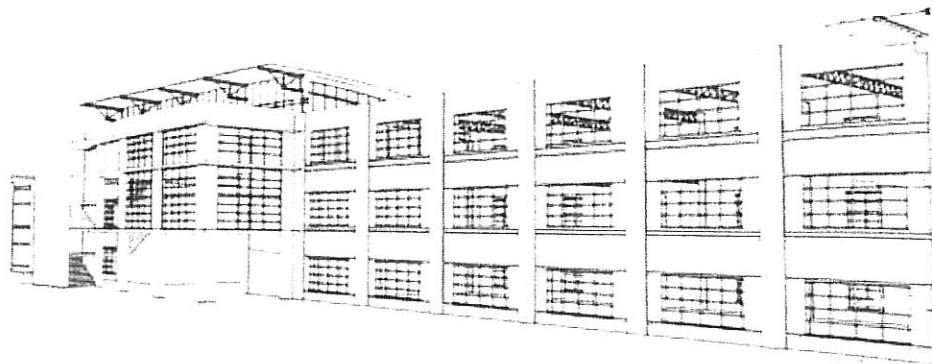
NCARB, Licensed Architect in DC & MD, LEED AP, Certified Passive House Consultant

## Education

Master of Real Estate Development Course 2011  
University of Maryland  
Master of Science, Architecture, 2000  
Catholic University of America  
Bachelor of Science, Architecture, 1998  
Catholic University of America

## Computer Skills

Revit • Architectural Desktop • Sketch-up • 3D Studio Max • Adobe PhotoShop • Microsoft Word • Excel, and PowerPoint.



# Capability Statement



**The Brand that builds on Trust, Innovation, and Solutions**

Capital Brand Group, LLC  
4111 Denfeld Ave  
Kensington, MD 20895  
Contact: Max Brand, PE, LEED AP  
max.brand@capitalbrandgroup.com  
202.744.0343  
www.capitalbrandgroup.com

## COMPANY OVERVIEW

### **Who we are/What we do:**

Capital Brand Group LLC is a full service consulting firm specializing in MEP Engineering Services and Construction Management for public and private organizations. Our team ranges from Certified Construction Managers to Professional Engineers. With our seamless integration and experience, we ensure our clients stay on budget, on schedule, reduce design and construction risk, reduce energy consumption, effectively manage the construction process, and ensure high-quality throughout the life-cycle of the project. Through our strategic partnerships, we develop innovative solutions that support our clients' mission, goals, and objectives.

Max Brand is the Founder and President of Capital Brand Group. He personally ensures the successful completion of each and every project. Our Reputation is always on the line, and for this reason, every detail and facet of the project is carefully monitored from start to finish. No project is too small for the supervision and involvement of the President, because our priority lies with the satisfaction of our clients.

### **Company goals and objectives:**

Our focus begins and ends with each client. Your expectations, objectives, budget considerations, and deadlines are a priority to us. We value your business and work to meet and exceed all expectations along with building a lasting business relationship. Our goal is to obtain your trust and to continually earn your business and referrals.

### **Our Approach:**

Capital Brand Group recognizes that exceptional client service along with quality results is the foundation of building a lasting business relationship. We work to understand the diversity and uniqueness of each of our client's needs. Our team has the experience, innovation, and dynamic leadership to provide customizable solutions while surpassing our client's expectation.

### **Our Services:**

At Capital Brand Group, we pride ourselves with the highest level of commitment we provide to each client along with our highly competitive rates. Our services include but are not limited to:

Project Management, Construction Management, MEP Design, and Energy Services. We ensure our clients stay on budget by proactively preventing factors that result in budget overruns, by tracking costs, negotiating change orders, and reviewing and enhancing the scope of work. We effectively keep our clients on schedule by using Primavera as an analysis tool along with field verifying the construction progress versus the actual schedule. Capital Brand Group also has the ability to equip our clients with the competitive advantage to lead the green initiative while saving on operating costs. With the growing trends in green construction and energy conservation, we can save energy consumption and achieve LEED Certification for our clients. Through our vast experience in energy modeling and Life Cycle Cost Analysis, we can predict energy savings and pay back analysis. We understand that this is a competitive industry, so with the degree of experience that we offer in conjunction with our unparalleled ability to innovate and use the latest cutting edge technology, our company has the competitive edge to provide exceptional client services at better rates than our competition.

## CORE COMPETENCIES

### Engineering

- MEP (mechanical, electrical, plumbing) engineering system design
- MEP studies and system analysis
- Feasibility Studies
- Facility Condition Assessment
- Program and Project Performance Plan
- Energy Models
  - ◊ LEED Models
  - ◊ Life Cycle Cost Analysis Models
  - ◊ 179D Tax Credit Models
- Energy Audits (Level 1 & 2)
- USGBC LEED MEP design and Credit documentation
- Construction Administration
- Commissioning and Retro-Commissioning

## KEY PERSONNEL

**Max Brand, PE | President**

### **Educational Background**

BS, Mechanical Engineering, Florida International University

### **Professional Certifications**

Professional Engineer in Maryland, Virginia, Washington D.C., and Florida

LEED AP

Trane TRACE 700 LEED Energy Modeling Certified

ASHRAE Associate Member

### **Relevant Experience**

Mr. Brand has over 10 years of experience in the design and construction industry in both the public and private sector. He brings an extraordinary depth of expertise, creativity, technical skills, and is particularly strong in his knowledge of environmentally friendly and energy efficient design. He has helped many clients achieve LEED certification as well as identify and quantify sources of improvements on existing buildings.

**Abdi Hejazi, PE | Chief MEP Engineer**

### **Educational Background**

BS, Mechanical Engineering, Pahlavi University in Iran

MS, Mechanical Engineering, Cranfield Institute of Technology in United Kingdom

### **Professional Certifications**

Professional Engineer in Maryland, Virginia, Washington D.C., and Pennsylvania

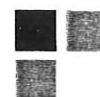
ASHRAE Certified BEMP (Building Energy Modeling Professional)

National Institute of Power Engineer Certified Chief Power Engineer

Maryland Certified Boiler Operation Engineer

### **Relevant Experience**

Mr. Hejazi has over 37 years of experience in the design, installation, and operation of MEP building systems. He has served as the engineer of record for over 90 hotels, and multiple apartment, condo, and restaurant projects. Additionally, he has performed multiple facility condition assessments for existing properties which has led to energy savings as well as identify potential problem areas before failures occur.



**Mohamed H Abaza, PE** | Executive Vice President, Director of Energy and Sustainability Services

**Educational Background**

BS, Mechanical Engineering, New York Institute of Technology  
MS, Mechanical Engineering, Polytechnic University

**Professional Certifications**

Professional Engineer in Maryland,  
CEM (Certified Energy Manager)  
ASHRAE Certified HBDP (High-Performance Building Design Professional)

**Relevant Experience**

Mr. Abaza has over 16 years of experience with energy conservation and MEP design. He has extensive knowledge and experience in performing energy analysis and energy audits. He has developed comprehensive Program Performance Plans that creates a road map by establishing goals, researching alternatives, and benchmarking to ensure initial project objectives are met.

**Kiyoumars Hooshier, PE** | Chief Electrical Engineer/QC Engineer

**Educational Background**

MS, Electrical Engineering, University of Tehran  
PhD, Electrical Engineering and Engineering Management,  
George Washington University

**Professional Certifications**

Professional Engineer in Maryland, Virginia, Washington D.C., and Pennsylvania  
LEED AP

**Relevant Experience**

Mr. Hooshier has over 40 years of experience in design of electrical system for complex commercial and industrial projects. He has worked as chief design engineer or project manager for mechanical and electrical disciplines on hundreds of projects.

## Relevant Experience

Hyatt Place | Arlington, VA | LEED 3.0 | 96,992 SF



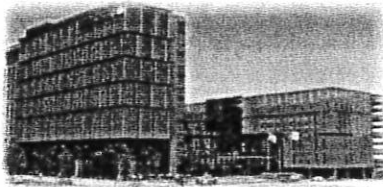
Hyatt Place is a hotel with ground floor restaurant and dining. Full MEP design services provided for this project. HVAC system utilized for this project was water source heat pumps for guest rooms and common spaces, with Dedicated Outdoor air systems providing ventilation

Home 2 Suites | Silver Spring, MD | LEED 3.0 | 58,262 SF



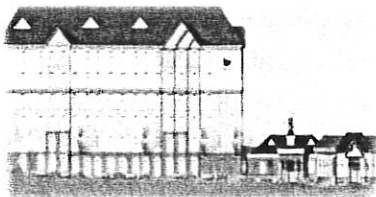
Home 2 Suites is a hotel with first floor restaurant and dining. Full MEP design services provided for this project. HVAC system utilized for this project was split Daikin Variable Refrigerant Volume and Temperature IV heat pumps for guest rooms and common spaces, with Dedicated Outdoor air systems providing ventilation

University of Maryland The Hotel | College Park, MD | LEED 3.0 | 519,900 SF



The Hotel is a hotel with retail space and conference center area. Full MEP design services provided for this project. HVAC system utilized for this project was 4 pipe chilled water/hot water system with ultra-high efficiency water cooled chillers and High efficiency condensing boilers.

Homewood Suites | Columbia, MD | LEED 2.2 | 80,436 SF



Homewood Suites is a hotel with ground floor restaurant and dining. Full MEP design services provided for this project. HVAC system utilized for this project was through wall PTAC units for guest rooms, split system heat pumps for common spaces coupled with Dedicated Outdoor air systems providing ventilation

## List of Projects

The following is the list of some of the projects, which CBG has provided M.E.P design services as prime

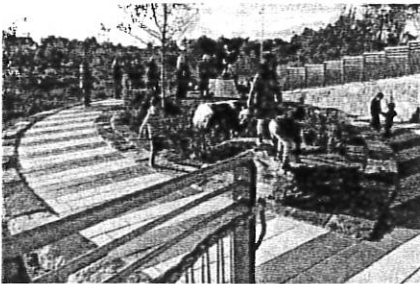
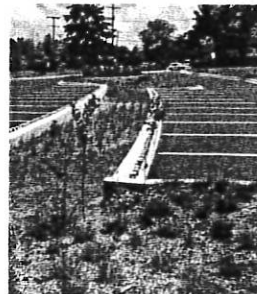
- 1- Hampton Inn, Cascade VA
1. Hampton Inn, college park MD
- 2- Hampton Inn, Alexandria VA
2. Hampton Inn, Crystal city (high rise)
3. Comfort Suite, Manassas, VA
4. Wingate, Riverside, MD
5. Hilton garden, Columbia, MD
6. Homewood suites @ Dulles airport, VA
7. Embassy suites @ Dulles airport, VA
8. Hilton Garden Inn Kitty Hawk, NC
9. Hilton Garden in Springfield  
Massachusetts
10. Sleep in California, MD.
11. Sleep in Loudoun County, VA.
12. Homewood suite in Columbia,  
Maryland.
13. Hampton Inn & suites, Washington DC
14. Hampton Inn @ Dulles (renovation)
15. Springhill suites in Aberdeen  
(renovation)
16. Chesapeake hotel, Chesapeake VA
17. Hilton garden Inn, Worcester  
Massachusetts (high rise)
18. Marriott courtyard and residence Inn,  
Aberdeen MD
19. Hampton Inn & suites, Camden yard,  
MD
20. Holiday Inn front royal, VA
21. Hilton Garden Inn, Ridge Field New  
Jersey
22. Marriott Courtyard Gettysburg pa
23. Marriott Courtyard Winchester VA.
24. Marriott Fairfield Inn DC
25. Holiday Inn Express, DC.
26. Town Place Marriott Clinton MD.
27. Hilton Garden Inn MT Laurel, NJ
28. Marriott Fairfield Inn Carlisle
29. Hilton Garden Inn Aberdeen MD
30. Marriott Springhill suites B.W.I. airport
31. Marriott Springhill suites Dulles airport
32. Wyndham hotel Gettysburg PA
33. Hampton Inn & suites Dulles air port
34. Hampton Inn & Suites, Concord, PA.
35. Hampton Inn and suites, Aberdeen, MD
36. Courtyard by Marriott Fredericksburg,  
VA
37. Hilton hotels at Falls Grove, Rockville,  
MD
38. Stay bridge hotels, Dulles airport, VA
39. Residence Inn by Marriott, Waldorf,  
MD.
40. Fairfield Inn by Marriott, Baltimore  
brewery
41. Conversion of red roof Inn to Fairfield  
Inn and suites DC.
42. Fairfield Inn and suites, Harrisonburg  
VA
43. Marriott courtyard, Bowie Maryland
44. Hampton Inn and suites, Charles town  
WV
45. Marriott Residence Inn, Bowie, MD
46. Marriott Springhill suites, Bowie, MD
47. Wyndham hotel, Reston Virginia
48. Hilton Garden Inn Neabsco, VA
49. Homewood Suites, Neabsco, VA
50. Hampton Inn, Kiplinger Bldg, DC
51. Marriott Residence Inn, Philadelphia  
airport, PA
52. University of Maryland, College Park,  
MD
53. Cambria Hotel, College Park, MD
54. Marriott Residence Inn, Tysons, VA

## FIRM PROFILE

ANNAPOLIS  
LANDSCAPE  
ARCHITECTS

### ANNAPOLIS LANDSCAPE ARCHITECTS LLC / Annapolis, MD

**PROJECT ROLE:** Landscape Architect  
SBA EDWOSB, MDOT MBE, SWaM, LDBE



**Annapolis Landscape Architects (ALA)** provides a full range of landscape architectural services in the federal state and local government, institutional, corporate, and private sectors. These services include site analysis and inventory, planned community site planning and landscape amenity design, urban design, site design, streetscape design, master planning and the design of public parks. Annapolis Landscape Architects is located in Annapolis, Maryland and serves the Mid-Atlantic region including Maryland, Virginia, and the District of Columbia.

**Annapolis Landscape Architects (ALA)** was founded by Shelley Rentsch, Debby Smith, Jenny Smeltzer and Sara Thiel in 2011, a design team who had been working together since 2004. Currently **ALA** has projects underway with the US State Department (Embassy Complex in Asuncion, Paraguay, The Army Corps of Engineers (Public Health Command at Aberdeen Proving Ground) and USDA (Peoples Garden on the National Mall). We recently completed five public parks for the Maryland-National Capital Parks and Planning Commission (M-NCPPC). Germantown Town Center Urban Park, which opened in 2016, has received three awards including the Beverly Willis Architecture Foundation, Built by Women DC Award, **February 2016**, recognition as a significant landscape in the Washington Region.

**Public Agency Interface** includes experience with multiple Montgomery County departments and M-NCPPC gained while working directly for M-NCPPC on five public projects between 2011 and 2016. In addition, our experience extends too public agencies in Washington DC including the Commission of Fine Arts (CFA) where we received approval on from CFA and National Capital Parks and Planning Commission the People's Garden and Perimeter Security Plan for the USDA buildings and twenty acre site on the National Mall in 2014.

# Annapolis Landscape Architects, LLC

## Company Overview

Annapolis Landscape Architects, LLC (ALA) provides a full range of landscape architectural services in the public, institutional, corporate, and private sectors. These services include site analysis and inventory, historic and cultural landscape, master planning, urban design, streetscape and site design. The office is located in Annapolis, Maryland and serves the Mid-Atlantic region including Maryland, Virginia, West and the District of Columbia.

**Founded:** 2011

**EIN:** 45-0639261

**D&B:** 070942411

**CAGE:** 6JXC6

**NAICS CODE:**

- 541320 Landscape Architecture

**NIGP CODES:**

- 906-56-00 Landscape Architecture
- 906-48-00 Historic Preservation

## Company Expertise

- Parks and Recreation
- Urban Design
- Historic Landscape Design
- Environmental Design
- Planned Communities
- Campus Design
- Mixed Use
- Streetscape Design

ANNAPOLIS  
LANDSCAPE  
ARCHITECTS

## Clients

### Government

United States Department of State  
United States General Services Administration  
United States Department of Agriculture  
United States Army Corps of Engineers  
United States Trade Representative City of Annapolis, Maryland  
Montgomery-National Capital Park and Planning Commission

### Architects

Zimmer Gunsul Frasca Architects  
Citadel  
Looney Ricks Kiss  
OLBN  
Perkins Eastman Architects  
Streetsense  
Wheeler Goodman Masek

### Engineers

Bay Engineering, Inc.  
Charles P. Johnson and Associates  
Kniseley Group  
KPFF  
LandTech  
Louis Berger

### Developers

A & R Companies  
Affirmative Hillspoint  
Elm Street Development  
National Lutheran Communities  
Newland Communities

## Partners



Shelley Rentsch, RLA  
443.995.8361  
shelley@annapolisla.com



Debby Smith, RLA  
410.562.4483  
debby@annapolisla.com



Sara Thiel, RLA  
443.865.3107  
sara@annapolisla.com



Jenny Smeltzer, RLA, LEEDAP  
443.822.8594  
jenny@annapolisla.com

## Certifications

### Federal

- SBA (U.S. Small Business Administration)  
EDWOSB (Economically Disadvantaged Women Owned)

### State

#### Certification #

- MDOT (Maryland Department of Transportation)----- 12-029  
MBE (Minority Business Enterprise)
- Maryland Small Business Reserve Program----- SB12-25973
- DMBE (Virginia Department Minority Business Enterprise)----- 710609  
SWaM (Small, Women-owned, and Minority-owned Business)

### Local

#### Certification #

- Montgomery County Central Vendor Registration----- ANP18767  
Female Owned Business
- WSSC (Washington Suburban Sanitary Commission) ----- 1329  
MBE (Minority Business Enterprise)
- Washington Metropolitan Airport Authority----- LD2015-0020-2018  
LDBE (Local Disadvantaged Business Enterprise)

## B. Experience

The Arcadia Group has provided architectural services for fifty-six affordable housing projects comprising almost 6,000 dwelling units.

- Thirteen affordable housing projects comprising 1,182 units are in the DC metropolitan area and/or Maryland
- Fifty-six affordable housing projects comprising 6,197 units have been Low Income Housing Tax Credit financed
- Nine affordable housing projects comprising 945 units have been Low Income Housing Tax Credit financed in the State of Maryland
- Five affordable housing projects comprising 304 units that involved a sustainable design element such as Green Communities or LEED

Almost all the projects on the project list that follows...

- have a similar scope and per unit construction cost as the Fireside Park apartments project,
- include alterations to provide disabled access per Section 504 and,
- were done with residents in place or phased around residents.

A list of relevant projects follows.

**The Arcadia Group Inc. / Completed Housing Projects**

<b>Project</b>	<b>Location</b>	<b>Project Type</b>	<b>Size (units)</b>	<b>Cost of Const.</b>	<b>Owner</b>	<b>Completion Date</b>	<b>Brief Description</b>
Keystone Apartments	Jonesboro, GA	Apt. Rehab	184	\$ 6,400,000	Hampstead Keystone Partners, L.P.	Under Construction	LIHTC Rehab./New
Rose Garden Apartments	North Las Vegas, NV	Apt. Rehab	115	\$ 5,000,000	Hampstead Rose Garden Partners, L.P.	Under Construction	LIHTC Rehab./New
The Homestead Apartments	Washington, DC	Apt. Rehab	55	\$ 4,000,000	Hampstead Jefferson Partners, L.P.	Under Construction	LIHTC Rehab.
Cumberland Arms	Cumberland, MD	Apt. Rehab	69	\$ 3,900,000	Hampstead Cumberland Arms Partners, L.P.	Dec-16	LIHTC Rehab.
Palmilla Parkside Apartments	Charleston, SC	Apt. Rehab/ New Const.	100	\$ 3,900,000	Hampstead Abbott Arms Partners LLC	May-17	LIHTC Rehab./New
Palmilla Apartments	Charleston, SC	Apt. Rehab/ New Const.	228	\$ 7,500,000	Hampstead St. Andrews Gardens Partners, L.P.	May-17	LIHTC Rehab./New
Ashley Arms Apartments	Charleston, SC	Apt. Rehab/ New Const.	100	\$ 3,100,000	Hampstead Ashley Arms Partners, L.P.	May-17	LIHTC Rehab./New
The Vizcaya Apartments	Washington, DC	Apt. Rehab/ New Const.	18	\$ 1,000,000	Hampstead Brightwood Partners, L.P.	Dec-16	LIHTC Rehab./New Units
The Valencia Apartments	Washington, DC	Apt. Rehab/ New Const.	34	\$ 1,800,000	Hampstead Brightwood Partners, L.P.	Dec-16	LIHTC Rehab./New Units
The Concord Apartments	Washington, DC	Apt. Rehab/ New Const.	88	\$ 3,500,000	Hampstead Brightwood Partners, L.P.	Dec-16	LIHTC Rehab./New Units
Old Towne Manor Apartments	Cumberland, MD	Apt. Rehab/ New Const.	138	\$ 5,200,000	Hampstead Old Towne Manor Partners, L.P.	Sep-15	LIHTC Rehab./New
Valley View Apartments	Delano, CA	Apt. Rehab	90	\$ 2,000,000	CH Valley View Partners, L.P.	Dec-14	LIHTC Rehab.
Hamlin Estates Apartments	North Hollywood, CA	Apt. Rehab/ Seismic Retrofit	30	\$ 1,400,000	Hampstead Hamlin Partners, L.P.	Mar-14	LIHTC Rehab.
Denny/Willow Apartments	North Hollywood, CA	Apt. Rehab/ Seismic Retrofit	36	\$ 1,500,000	Hampstead North Hollywood Partners, L.P.	Apr-14	LIHTC Rehab.
Paradise Shadows Apartments	Phoenix, AZ	Apt. Rehab/ New Const.	67	\$ 1,900,000	Hampstead Paradise Shadows, L.P.	Mar-14	LIHTC Rehab.
Poppleton Phase III	Baltimore, MD	New Const.	32	\$ 3,000,000	Hampstead Poppleton Phase III, L.P.	Sep-15	LIHTC New Const.
Oak Center Homes	Oakland, CA	Apt. Rehab/ New Const.	89	\$ 7,500,000	Oak Center Partners, L.P.	Dec-13	LIHTC Rehab of Scattered Sites
Villa Mirage Apartments	Villa Mirage, CA	Apt. Rehab	98	\$ 3,800,000	Hampstead Villa Mirage Partners, L.P.	Sep-13	LIHTD Rehab.
Mono Hilltop Apartments	Fresno, CA	Apt. Rehab	60	\$ 1,200,000	Hampstead Mono Hilltop Partners, L.P.	Dec-12	LIHTD Rehab.
Wasco Arms Apartments	Wasco, CA	Apt. Rehab/ New Const.	76	\$ 2,300,000	Hampstead Wasco Partners, L.P.	Dec-12	LIHTC Rehab
Poppleton Phase II	Baltimore, MD	New Const./ Apt. Rehab	111	\$ 6,300,000	Poppleton Partners, L.P.	Dec-11	LIHTC New Const. and Rehab
William Booth Tower	Cumberland, MD	Apt. Rehab/ New Const.	114	\$ 3,420,000	Cumberland Housing Partners, L.P.	Dec-10	LIHTC Rehab
Lafayette Hotel Rehabilitation	San Diego, CA	Hotel Rehab	131	\$ 4,500,000	Lafayette Hampstead, L.P.	Dec-09	Hotel Rehab
Charles Landing Apartments	Indian Head, MD	Apt. Rehab	60	\$ 2,500,000	Charles Landing Partners, L.P.	Dec-07	LIHTC Rehab
Banneker Homes	San Francisco, CA	Apt. Rehab	108	\$ 8,972,460	Banneker Homes Partners, L.P.	Sep-07	LIHTC Rehab
Corning Apartments	Nashville, TN	Apt. Rehab	148	\$ 2,699,000	Corning Apartments Partners, L.P.	Jun-12	LIHTC Rehab
Fair Oaks Apartments	Little Rock, AR	Apt. Rehab	100	\$ 2,280,000	Fair Oaks Partners, L.P.	Dec-06	LIHTC Rehab
Poppleton Place	Baltimore, MD	Apt. Rehab	123	\$ 5,334,000	Poppleton Partners, L.P.	Dec-07	LIHTC Rehab
Concord Apartments	Los Angeles, CA	Apt. Rehab	232	\$ 4,496,160	Concord Partners, L.P.	Jul-07	LIHTC Rehab
Windward Apartments	Los Angeles, CA	Apt. Rehab	232	\$ 4,760,640	Windward Partners, L.P.	Jul-07	LIHTC Rehab
Lexington Apartments	Los Angeles, CA	Apt. Rehab	251	\$ 5,373,348	Lexington Partners, L.P.	Feb-06	LIHTC Rehab

Leeward Apartments	Los Angeles, CA	Apt. Rehab	257	\$ 5,501,794	Leeward Partners, L.P.	Dec-06	LIHTC Rehab
The Lafayette Residences	San Diego, CA	New Construction	250	\$ 11,000,000	Lafayette Hampstead, L.P.		Market Rate Condominium
Lester Morton Court	Baltimore, MD	Apt. Rehab/ New Const.	70	\$ 2,207,450	Hampstead Lester Morton Court, L.P.	Nov-05	LIHTC Rehab
Clay Courts	Baltimore, MD	Apt. Rehab/ New Const.	144	\$ 4,460,400	Hampstead Clay Courts Partners, L.P.	Oct-05	LIHTC Rehab
Bradford Court	Addison, IL	Apt. Rehab	144	\$ 2,620,331	Hampstead Bradford, L.P.	Oct-04	LIHTC Rehab
5th & Redwood	San Diego, CA	New Construction	75	\$ 7,320,000	Hampstead Fifth and Redwood, LLC	On Hold	Affordable Mid-Rise Housing
Witmer Manor Apts	Los Angeles, CA	Apt. Rehab/ New Const.	238	\$ 5,096,617	Witmer Manor, L.P.	Jan-04	LIHTC Rehab
Southgate Commons	Grand Junction, CO	Apt. Rehab	166	\$ 2,382,000	Hampstead Southgate Partners, L.P.	Dec-03	LIHTC Rehab
Second Avenue West Senior Apts	Kalispell, MT	New Construction	40	\$ 3,752,354	2nd Avenue West Partners, L.P.	Jun-03	LIHTC Senior Apt. Project
Woodside Gardens	Annapolis, MD	Apt. Rehab	144	\$ 2,255,058	Woodside Gardens, L.P.	Jun-03	LIHTC Rehab
LA 78	Los Angeles, CA	Apt. Rehab	78	\$ 929,000	LA 78 Partners, L.P.	Jun-03	LIHTC Rehab
Greenbelt Place	Toledo, OH	Apt. Rehab	176	\$ 2,258,000	Hampstead Cherrywood Partners, L.P.	Mar-03	LIHTC Rehab
Seymour O'Brien Manor	Seymour, IN	Apt. Rehab	56	\$ 336,571	Seymour O'Brien Manor Partners, L.P.	Nov-02	LIHTC Rehab
Autumn Ridge Apts	Vincennes, IN	Apt. Rehab	144	\$ 934,706	Hampstead Autumn Ridge Partners, L.P.	Nov-02	LIHTC Rehab
Washington Highland Apts	Washington, IN	Apt. Rehab	56	\$ 511,862	Washington Highland Partners, L.P.	Nov-02	LIHTC Rehab
Big Sky Manor	Kalispell, MT	Apt. Rehab	60	\$ 482,000	Big Sky HP/NWMHRI, L.P.	Oct-01	LIHTC Rehab
Columbia Villa	Columbia Falls, MT	Apt. Rehab	36	\$ 288,100	Columbia Villa HP/NWMHRI, L.P.	Oct-01	LIHTC Rehab
Darlington Manor	Bozeman, MT	Apt. Rehab	100	\$ 852,000	Darlington Manor HP/HRDC, L.P.	Oct-01	LIHTC Rehab
Green Meadow	Libby, MT	Apt. Rehab	34	\$ 310,000	Green Meadow HP/NWMHRI, L.P.	Oct-01	LIHTC Rehab
Parkside Villa	Missoula, MT	Apt. Rehab	104	\$ 836,000	Parkside Village HP/MHA, L.P.	Oct-01	LIHTC Rehab
Pebblestone Square	Deer Lodge, MT	Apt. Rehab	24	\$ 216,000	LaVatta Villa HP/HRDCXII, L.P.	Oct-01	LIHTC Rehab
Sunridge Pointe	Kalispell, MT	Apt. Rehab	52	\$ 473,000	Valleyview HP/NWMHRI, L.P.	Oct-01	LIHTC Rehab
Winona Gardens Apts	San Diego, CA	Apt. Rehab	147	\$ 2,425,000	Winona Gardens, L.P.	Apr-01	LIHTC Rehab
Hayward Hotel Apts	Los Angeles, CA	Apt. Rehab	525	\$ 8,250,000	Hayward Manor, L.P.	Jun-90	LIHTC Rehab
Tudor Grove Apt Rehabilitation	Garden Grove, CA	Apt. Rehab	135	\$ 1,825,500	Tudor Grove, L.P.	May-90	LIHTC Rehab
Citrus Villa Apts	El Cajon, CA	Apt. Rehab	40	\$ 640,000	Citrus Villa, L.P.	1989	HUD Mod. Rehab
Peach Emerald Manor Apts	El Cajon, CA	Apt. Rehab	34	\$ 520,000	Peach Emerald Manor, L.P.	1989	HUD Mod. Rehab
Desert Towne Manor Apts	Scattered Sites, Indio, CA	Apt. Rehab	42	\$ 633,000	Desert Towne Manor, L.P.	1989	HUD Mod. Rehab
Sonora Manor Apt Rehabilitation	Scattered Sites, Indio, CA	Apt. Rehab	35	\$ 382,000	Sonora Manor, L.P.	1989	HUD Mod. Rehab
Bixel Hotel Apts	Los Angeles, CA	Apt. Rehab	45	\$ 792,000	Bixel, L.P.	1989	HUD Mod. Rehab
Beachwood Apts	Beachwood, CA	Apt. Rehab	44	\$ 1,190,000	Beachwood, L.P.	1989	HUD Mod. Rehab
<b>Total</b>	<b>62 Projects</b>		<b>6,812</b>	<b>\$ 192,216,351</b>			
6/1/2017			<b>Units</b>	<b>Construction Value</b>			

## C. Fee Cost Estimate

The architect's scope of services will include the following phases as outlined in Section 3 of the RFP:

- Phase I – Documentation of Existing Conditions
- Phase II – Design
- Phase III – Design Development
- Phase IV – Construction Documents
- Phase V – Construction Administration

Services will include:

- Architectural
- Structural
- Mechanical/Plumbing
- Electrical
- Landscape Architecture

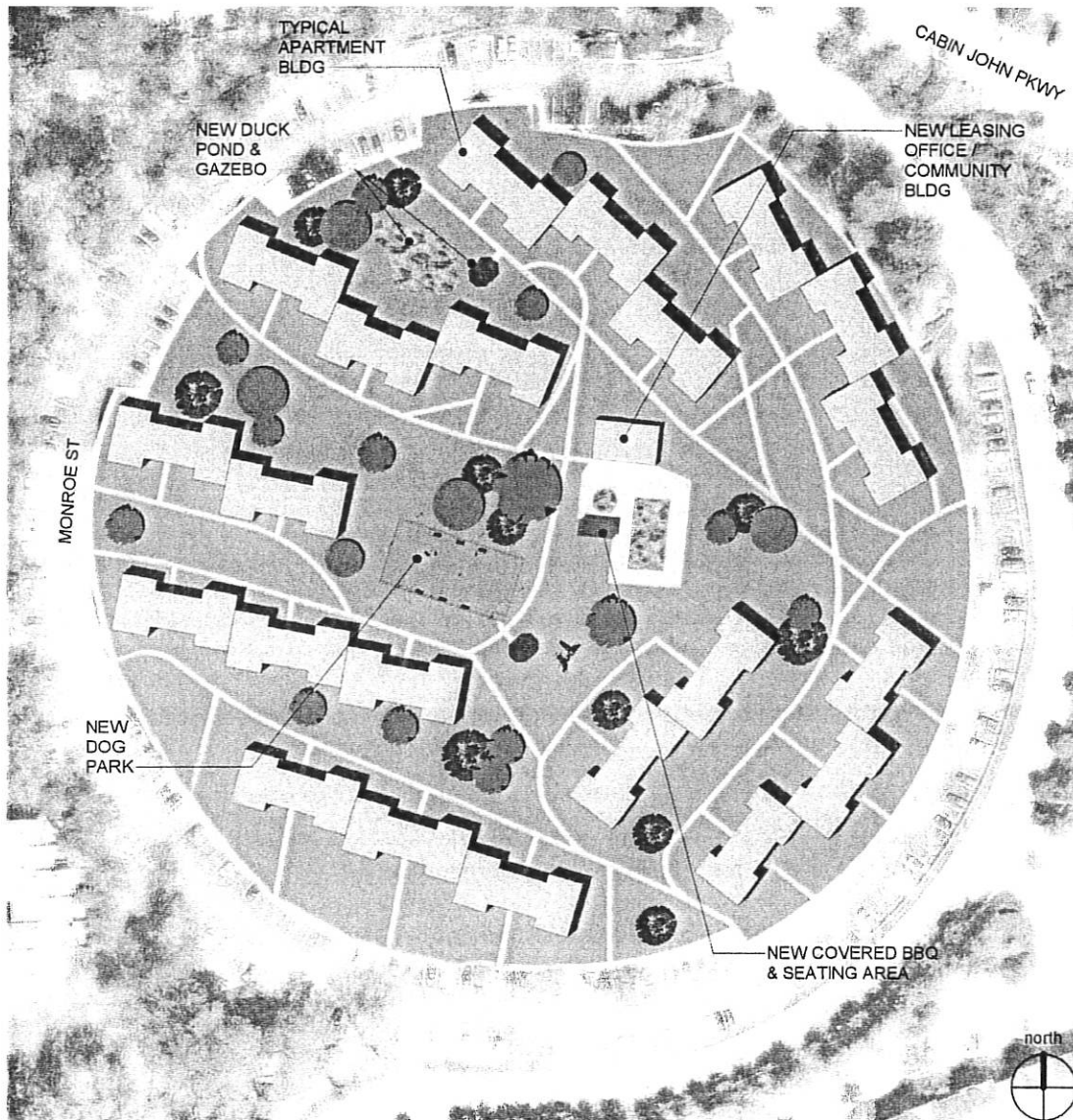
The estimated fee for complete architectural services for the scope of services outlined in Section 3 of the RFP including the above services will be equal to four percent (4%) of the construction cost. Assuming the hard construction cost is \$12,376,000 **the estimated fee for basic architectural services will be \$495,040.00. The fee will be payable only upon actual funding the of the project. No payment will be due until that time.**

The estimated fee for Sustainability/Energy Consulting will be an additional one-half of one-percent (0.5%) of the construction cost or \$61,880.00 based on a hard construction cost of \$12,376,000.

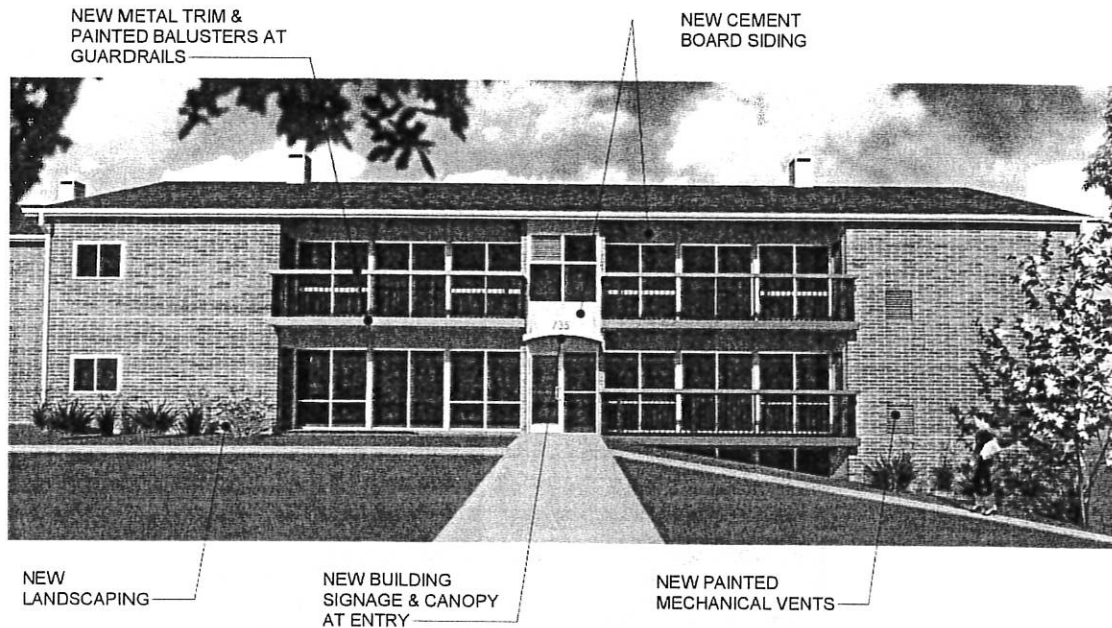
It is our understanding that the cost of civil engineering and soils engineering, if needed, will be paid by the owner.

## D. Building Concept Plans

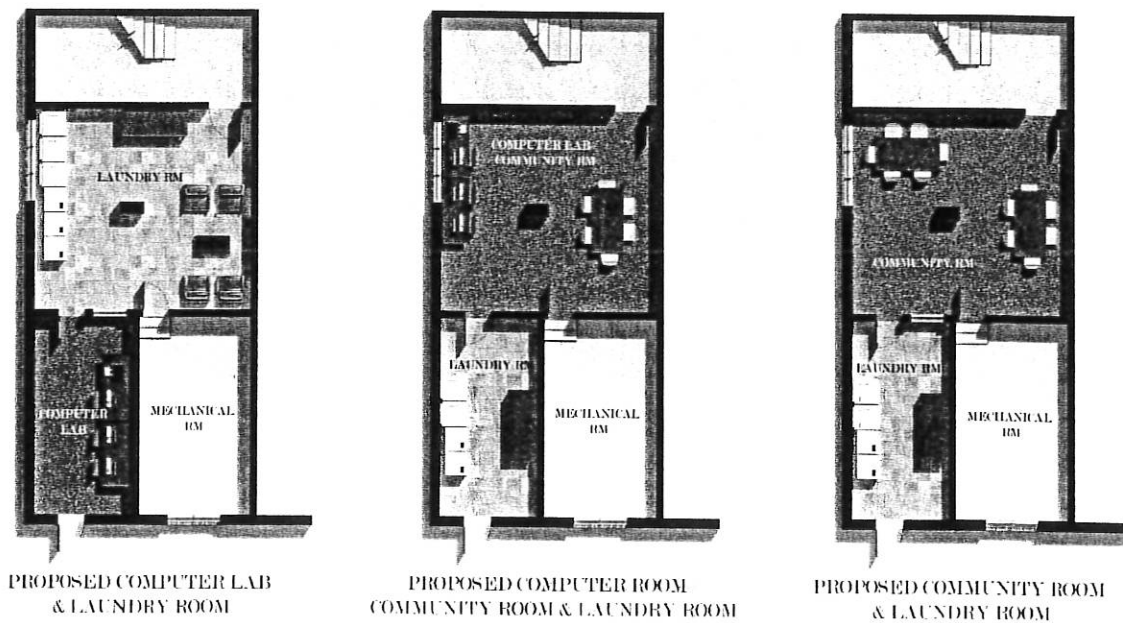
Considering the project budget, we have prepared some concepts for site improvements and amenities and for exterior improvements and embellishments of the apartment buildings.



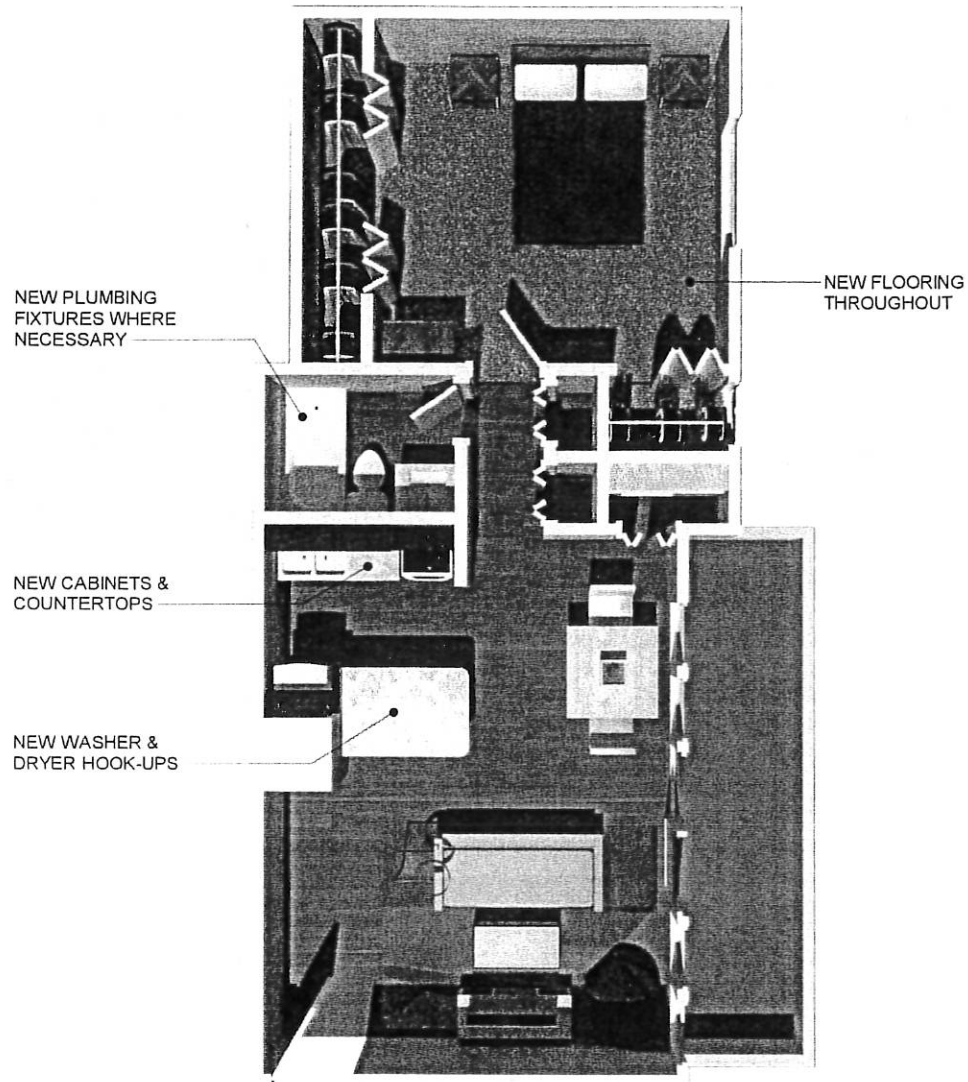
Possible exterior improvements to the apartment buildings.



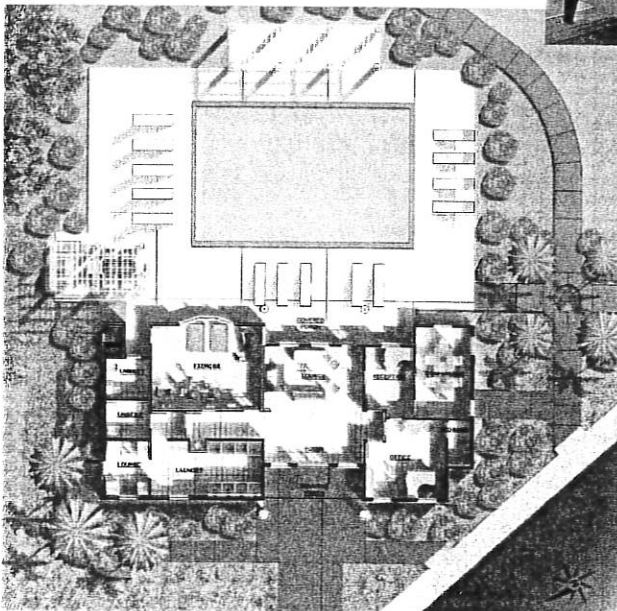
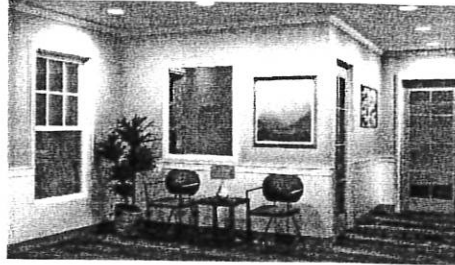
Some possible uses for the basements include laundry facilities, and tenant storage. Some concepts sketches from a recent project for the reuse of the basements are below.



Typical improvements to the apartment units are illustrated below.



In addition, below are some examples of community buildings we have designed for other affordable housing projects.



## E. References

We have provided reference letters from three owners of multifamily properties involving substantial renovation for which The Arcadia Group provided similar services. Copies of the letters follow.

Jeff Jallo  
The Hampstead Companies

Brian McMahon  
R4 Capital LLC

Ray Nix  
Urban Matters Development Partners



Jeff Jallo  
(619) 543-4210  
jeff@hampstead.com

May 31, 2017

**RE: The Arcadia Group, Inc. Referral**

To Whom It May Concern:

The Hampstead Companies have been doing business with the principals of The Arcadia Group since the mid 1990's. I personally have worked with them since 2003. In that time, we have developed fifty plus properties with them as lead architect nine of which are located in Maryland.

The Arcadia Group is involved in our redevelopments for the length of the project. Arcadia attends initial inspections in order to help us assess the scope of work, works with us in negotiating construction contracts, value engineering, site inspections during construction, and final close out. I trust Arcadia to be my eyes and ears on site and help me process changes and address questions throughout the redevelopment process.

I look forward to continuing doing business with The Arcadia Group.

Sincerely,

Jeff Jallo

Principal



1350 Columbia Street • Suite 802  
San Diego, CA 92101  
[www.hampstead.com](http://www.hampstead.com)



**1226 Vermont Avenue, NW Suite 200  
Washington, DC 20005**

Jessica Anderson, Executive Director  
Rockville Housing Enterprises  
621-A Southlawn  
Rockville, MD 20850

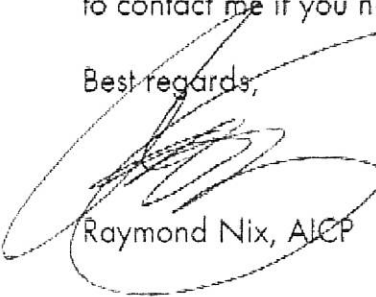
Re: Fireside Park Apartments: Letter of Reference for Arcadia Group

Dear Ms. Anderson:

Urban Matters Development Partners has worked with The Arcadia Group on four affordable housing projects involving the rehabilitation of over 200 units. The Arcadia Group was the architect for these projects and provided complete architectural services including assistance to the ownership including development of the scope of work and in negotiations with the general contractor. They provided these services with a keen eye to keeping the project on budget, on time and providing the best outcome for the ownership and the residents by creatively utilizing resources and space available. Their "out of the box" approach has always added quality and value to the projects in which they were the lead Architect.

I am sure they will add value to all projects they are involved with. Please do not hesitate to contact me if you need additional information.

Best regards,



Raymond Nix, AICP



Brian McMahon  
(949) 438-1051  
bmcMahon@r4cap.com

June 7, 2017

**Re: The Arcadia Group, Inc. Referral**

To Whom it May Concern:

R4 Capital is the equity investor in four rehabilitation properties on which The Arcadia Group was the architect, the first of which was completed in 2014 and the most recent of which is currently under construction. It has been our experience that Arcadia is very open and up front with information and they make the construction process easy to manage. We have had a good experience working with them.

We look forward to investing in more projects designed by The Arcadia Group.

Sincerely,

A handwritten signature in dark ink, appearing to read 'B. McMahon', followed by a horizontal line.

Brian McMahon

Vice President

---

**R4 CAPITAL LLC**

895 Dove Street, Suite 475, Newport Beach, CA 92660  
o 949 438 1055 w [www.R4cap.com](http://www.R4cap.com)

## F. Schedule

We anticipate the following timeline for the project from receipt of the notice to proceed until permits are ready.

- |  |         |
|--|---------|
| - Phase I – Documentation of Existing Conditions | 4 weeks |
| - Phase II – Design                              | 4 weeks |
| - Phase III – Design Development                 | 4 weeks |
| - Phase IV – Construction Documents              | 8 weeks |
| - Permitting                                     | 8 weeks |

Factors beyond of our control including lender review, investor review, state agency review may affect this schedule.

## **G. Licensing and Insurance**

### **Licensing**

Arcadia Group principal Arthur Balourdas is licensed in six states including Maryland. A copy of his license follows.

### **Insurance**

The Arcadia Group carries the following insurances.

- Professional Errors and Omissions insurance of \$1,000,000.
- Comprehensive General Liability including Personal Injury and Contractual Liability for the Hold Harmless Agreement in the amount of \$1,000,000.
- Worker's Compensation Insurance as required by statute.
- The Arcadia Group does not own any vehicles.

Proof of these insurance policies follows.

COPY VOID FEATURE & ARTIFICIAL WATERMARK ON THE BACK



LICENSE \* REGISTRATION \* CERTIFICATION \* PERMIT

**STATE OF MARYLAND**  
**DEPARTMENT OF LABOR, LICENSING AND REGULATION**

Lawrence J. Hogan, Jr.  
Governor

Boyd K. Rutherford  
Lt. Governor

Kelly M. Schulz  
Secretary

STATE BOARD OF ARCHITECTS  
CERTIFIES THAT:  
ARTHUR M. BALOURDAS

IS AN AUTHORIZED: **04 - ARCHITECT**

LIC/REG/CERT  
13268

EXPIRATION  
09-27-2018

EFFECTIVE  
N/A

CONTROL NO  
4888575

A handwritten signature in cursive script, reading "Kelly M. Schulz".

Secretary DLLR

\_\_\_\_\_  
Signature of Bearer

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES



**Landmark American Insurance Company**

(An Oklahoma Stock Co.)  
(hereinafter called "the Company")

EXECUTIVE OFFICES: 945 East Paces Ferry Road, Suite 1800, Atlanta, GA 30326-1160

Policy Number: LHR830941

RENEWAL OF: LHR828187 00

Named Insured and Mailing Address:

Producer Name:

ARCADIA GROUP INC (THE)  
1350 COLUMBIA ST., SUITE 802  
SAN DIEGO, CA 92101

Policy Period: From: 12/9/2016 To: 12/9/2017 at 12:01 A.M. Standard Time at the Named Insured address as stated herein.

IN CONSIDERATION OF THE PAYMENT OF THE PREMIUM, IN RELIANCE UPON THE STATEMENTS HEREIN OR ATTACHED HERETO, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, THE COMPANY AGREES WITH THE NAMED INSURED AS FOLLOWS:

1. **NAMED INSURED'S PROFESSIONAL SERVICES:** ARCHITECTURE
2. **LIMITS OF LIABILITY:**  
\$ 1,000,000 Each Claim  
\$ 2,000,000 Aggregate Limit
3. **DEDUCTIBLE:** \$ 10,000 Each Claim
4. **RETROACTIVE DATE:** June 01, 2007
5. **PREMIUM:** \$ 13,500.00 Not Subject to Audit

6. **FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION:**

See attached forms list.

THESE DECLARATIONS TOGETHER WITH A SIGNED COPY OF THE NAME INSURED'S APPLICATION FOR THIS POLICY, COVERAGE FORM(S), FORMS AND ENDORSEMENTS, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

NOTICE: THIS IS A CLAIMS-MADE AND REPORTED POLICY. PLEASE READ THE POLICY CAREFULLY AND DISCUSS THE COVERAGE AFFORDED BY THE POLICY WITH YOUR INSURANCE AGENT OR BROKER.

January 06, 2017

Date

By:

Authorized Representative

Premium: \$13,500  
State Tax: \$405  
Stamping Fee: \$27  
Total: \$13,932

SubidID#: 167018

BinderID#

Created By: MR



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/08/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Riggs, Counselman, Michaels & Downes 7735 Old Georgetown Road Suite 800 Bethesda, MD 20814 (240) 482-1700	<b>CONTACT NAME:</b> Patricia Wheeler, CISR	
	<b>PHONE (A/C, No, Ext):</b> 240 4821706 <b>FAX (A/C, No):</b> (240) 482-1753	
<b>INSURED</b> The Hampstead Group, Inc. 1350 Columbia Street, Suite 802 San Diego, CA 92101	<b>E-MAIL ADDRESS:</b> pwheeler@rcmd.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Lexington Insurance Company	<b>NAIC #</b> 19437
	<b>INSURER B:</b> Colony Insurance Company	39993
	<b>INSURER C:</b> Great American Insurance Company	22136
	<b>INSURER D:</b> Fireman's Fund Insurance Company	21873
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES**

CERTIFICATE NUMBER: 898598


REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS				
A	GENERAL LIABILITY			MRMG84LEX17326	4/1/2017	4/1/2018	EACH OCCURRENCE	\$ 1,000,000			
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000			
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000			
	<input checked="" type="checkbox"/> Deductible \$5,000						PERSONAL & ADV INJURY	\$ 1,000,000			
							GENERAL AGGREGATE	\$ 2,000,000			
							PRODUCTS - COMP/OP AGG	\$ 2,000,000			
								\$			
	GEN'L AGGREGATE LIMIT APPLIES PER:										
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC										
		AUTOMOBILE LIABILITY						MRMG84LEX17326	4/1/2017	4/1/2018	COMBINED SINGLE LIMIT (Ea accident)
<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$						
<input type="checkbox"/> ALL OWNED AUTOS		<input type="checkbox"/> SCHEDULED AUTOS		BODILY INJURY (Per accident)	\$						
<input checked="" type="checkbox"/> HIRED AUTOS		<input checked="" type="checkbox"/> NON-OWNED AUTOS		PROPERTY DAMAGE (Per accident)	\$						
					\$						
B		<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR	MRMG841725326	4/1/2017	4/1/2018	EACH OCCURRENCE				\$ 25,000,000
		<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE				\$ 25,000,000
		<input type="checkbox"/> DED	<input checked="" type="checkbox"/> RETENTION \$ 10,000								\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY									WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A	E.I. EACH ACCIDENT	\$						
	If yes, describe under DESCRIPTION OF OPERATIONS below			E.I. DISEASE - EA EMPLOYEE	\$						
				E.I. DISEASE - POLICY LIMIT	\$						
C	Umbrella continued			MRMG841725326	4/1/2017	4/1/2018	Included above				
	D										

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
The Arcadia Group is included as a Named Insured on the above referenced policies

**CERTIFICATE HOLDER**

The Arcadia Group, Inc. 1350 Columbia Street, Suite 802 San Diego, CA 92101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE: 

**CANCELLATION**

## H. Representation, Certifications, Etc.

See attached as required.

### **Organizational Conflict of Interest Disclosure**


The principals of The Hampstead Companies, Inc., hold minority ownership interest in The Arcadia Group, Inc.

## Acknowledgement of Addenda

We confirm that we have received, understand and have complied with all addenda (if any).

Insert addenda numbers here: NONE

**SIGNED:**

(Signature) 

(Printed Name) ARTHUR M. BALOURDAS

**ON BEHALF OF:**

(Company) THE ARCADIA GROUP, INC.

(Mailing address) 1350 COLUMBIA ST, SUITE 802  
SAN DIEGO, CA 92101

(Email) ART@HAMPSTEAD.COM

(Phone) 619-543-4200 x 7551

**NON-COLLUSION AFFIDAVIT OF CONTRACTOR**

ARTHUR M. BALOURDAS does hereby state:  
(name)

(1) S/He is the OFFICER of  
(owner, partner, officer, or representative),  
THE ARCADIA GROUP, INC., hereinafter referred to as Contractor.  
(business name)

(2) S/He is fully knowledgeable of the preparation and contents of Subcontractor's proposals which were submitted to (Contractor);

THE ARCADIA GROUP, INC, for specific work required in  
connection with a Home Forward project titled FIRESIDE PARK APTS.  
and located at: ROCKVILLE, MD.

(3) Said Contractor's proposal is genuine and is not a collusive or sham proposal;

(4) Neither the Contractor nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including myself, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham proposal in connection with such contract or to refrain from submitting a proposal in connection with such contract, or has in any manner, directly or indirectly, sought by unlawful agreement or connivance with any other bidder, firm, or person to fix the price or prices in said Contractor's Proposal, or to fix any overhead, profit, or cost element of the price or prices in said Contractor's Proposal, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against Home Forward, or any person interested in the proposed Contract; and

(5) The price or prices quoted in the Contractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including myself.

Signed: [Signature]

Title: PRESIDENT

Date: 6/2/17

Witnessed by: V. Michel [Signature]

# Representations of Offerors Non-Construction Contract

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

## 1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

(1) ☐ has, ☒ has not employed or retained any person or company to solicit or obtain this contract; and

(2) ☐ has, ☒ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

## 2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

(a) ☒ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) ☐ is, ☒ is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) ☒ is, ☐ is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- |  |   |
|--|---|
| <input type="checkbox"/> Black Americans               | <input type="checkbox"/> Asian Pacific Americans  |
| <input checked="" type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans              | <input type="checkbox"/> Hasidic Jewish Americans |

## 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

(1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(b) The bidder, offeror, and its personnel, participants, and affiliates shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

#### 4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

#### 5. Authorized Negotiators (RFPs only)


The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

of conflict of interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

#### 7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

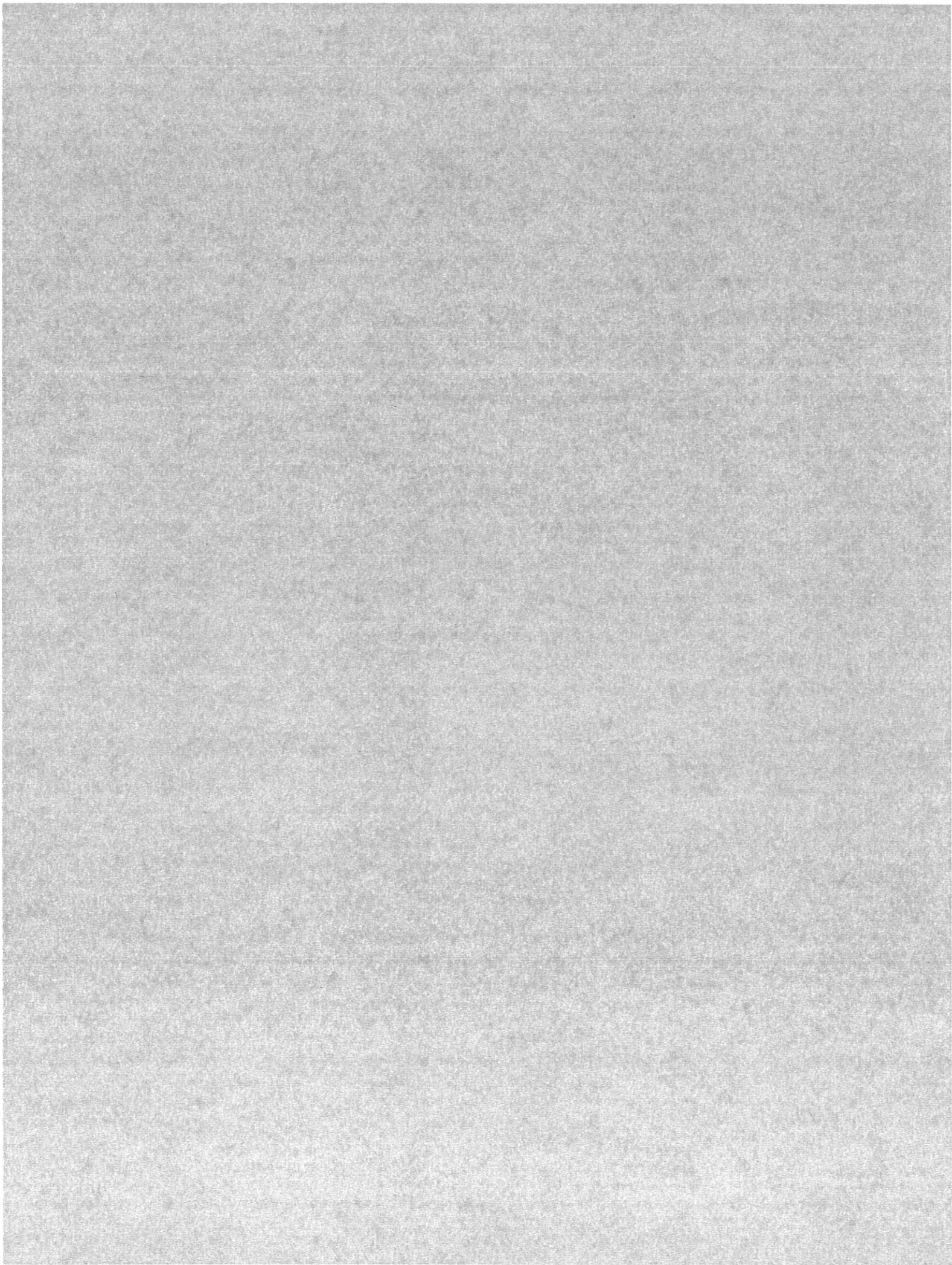
 6/2/17  
Signature & Date:

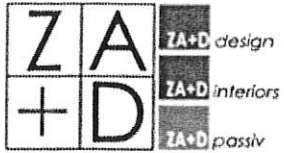
ARTHUR M. BALOURDAS  
Typed or Printed Name:

PRESIDENT  
Title:

THE ARCADIA GROUP, INC.  
Title:







June 9, 2017

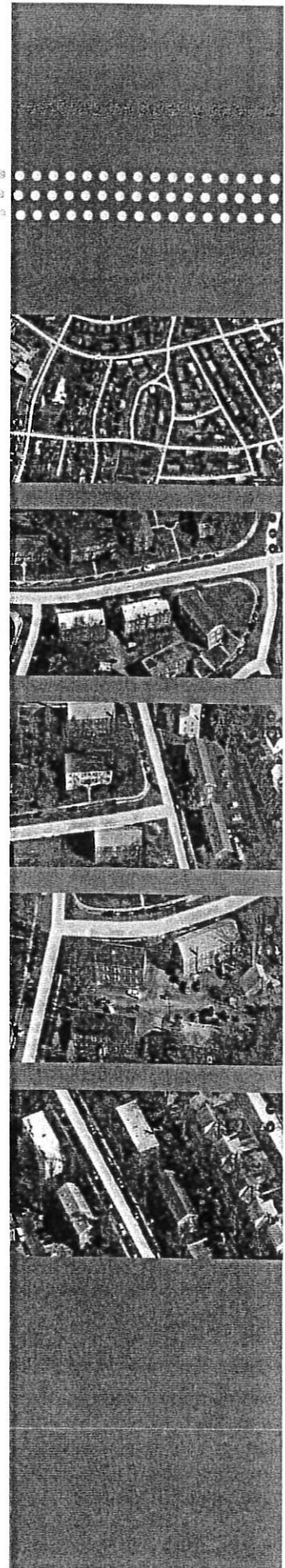
## PROPOSAL

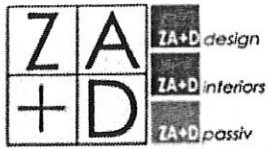
**TO:** RHE Fireside Park Inc.  
621A Southlawn Lane  
Rockville, Maryland 20850

**FOR:** A/E Services for Fireside Park Apartments

## RHE MISSION

Effective and innovative agency dedicated to enhancing opportunities for self-sufficiency and quality, affordable housing for citizens of the City of Rockville



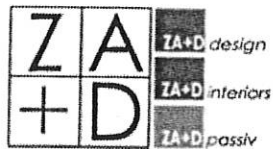


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## SECTION 1.0

### PROJECT BACKGROUND, RECOMMENDATIONS AND OBJECTIVES



## SECTION 1.1

### PROJECT BACKGROUND

RHE owns Fireside Apartments, a complex of 22- 3 story garden apartments comprised of 236 apartment units broken down as follows:

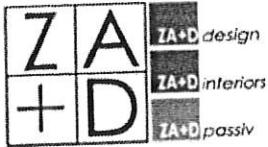
- 96-one bedrooms
- 128-two bedrooms
- 12-three bedrooms

This area of Rockville is rapidly seeing the disappearance of affordable housing and displacement of residents by the redevelopment of properties into luxury market rate units.

RHE has determined that the property is need of moderate renovations to address systems that have met their life expectancy and to position the property for future sustainability. Further the objectives for the renovation include:

- Address Capital Needs
- Improve operating performance
- Increase marketing appeal

The project will be funded by MD DHCD 4% LIHTC's, private sources, City of Rockville and Montgomery County investments. Current budgeting is approximately \$12,376,000 or \$52,000 per unit.



Redefining the Building Potential

## SECTION 1.0

### PROJECT BACKGROUND, RECOMMENDATIONS AND OBJECTIVES

## SECTION 1.2

### PROJECT EXPECTATIONS

RHE is seeking a design team to oversee the renovation of Fireside Park, an affordable rental housing property located in Rockville, Maryland. The team must have significant experience with the MD DHCD LIHTC program, a good relationship with the City of Rockville reviewing agencies, a thorough understanding of the application and permitting process, in depth experience with resident-in-place housing renovations, understanding of IECC requirements and a commitment to supporting non-profits in their mission to create decent affordable housing in Maryland. We believe we offer these attributes to RHE.

We have worked on numerous tax credit deals throughout Maryland for the past thirty years. Because of this depth of experience, we have a thorough understanding of DHCD's LIHTC process and have established strong working relationships with the various reviewing agencies. We have a reputation as a team player and problem solver. Our extensive experience aides in determining the best design solutions and best practices for the renovations to Fireside Park

Bruce Zavos and Donna Rosano are Universal Design certified. Donna is also a LEED® accredited professional and has taken the Passive Haus training and brings a wealth of experience with sustainable design approaches to RHE.

We encourage resident engagement and avail ourselves to meet with your residents and community to educate them about the design process and the outcome of this process through 3D visualizations and renderings. We never lose sight of the ultimate goal of providing decent homes to your residents and including them as stakeholders in the process.

In particular, Fireside Park is one of the dwindling affordable rental housing properties in Rockville. The design team should make sure the residents and community are engaged in the design process. The design team must listen attentively and interpret the needs and desires of the community.

## SECTION 1.0

### PROJECT BACKGROUND, RECOMMENDATIONS AND OBJECTIVES

1.1 Project Overview  
 1.2 Project Goals and Objectives  
 1.3 Project Insights  
 1.4 Project Challenges  
 1.5 Project Solutions  
 1.6 Project Outcomes  
 1.7 Project Summary

## SECTION 1.3

### PROJECT INSIGHTS

#### Due Diligence

We have learned that doing a thorough physical assessment and scoping of the work at the onset of design as accurately as possible results in less surprises and more accurate budget. We will coordinate a team of master plumbers, electricians and contractors to inspect the building, do destructive testing where appropriate to fully understand the condition of the infrastructure and determine what can be reused and what will need to be replaced.

#### Resident-in-place Sensitivity

Because of our extensive experience with resident-in-place renovations, we will work very closely with RHE to design the renovations to have the least impact on your residents. In BE Mason Senior Apartment renovations we worked with the contractor and mechanical engineer to refine our HVAC system to provide for continuous use of the existing system while the new VRF system was piped and installed before energizing the new system. We also explored either piping the system in a vertical or horizontal fashion and determined a horizontal system would have the least impact. We are proactive in establishing protocols that take the residents needs and comfort into every design decision.

#### Decision Making

It is our charge to present to RHE ideas and recommendations balancing costs and returns to improve the lives of your residents. We take seriously our commitment of '*changing affordable housing into affordable living*'. One strategy is to upgrade the building envelope and reduce utility costs. We will examine the cost/benefit of superior windows, use of photo voltaics, increasing building insulation, use of high efficiency HVAC systems and other energy reduction ideas.

#### Clarifications

We know in complex renovation work that there are gray areas in code interpretation which can significantly impact the budget. We meet with code officials to review our plans prior to finalizing the design to address items that need clarification. While not everything gets picked up, we do have a better understanding of what the code officials are thinking which makes for less surprises in the review process and in the field. We also solicit code officials help rather than approaching them from an adversarial position. As a team member working with the design team to achieve a successful project outcome, they are much more engaged and helpful.

#### Resident and Community Involvement

We look to engage and collaborate with the residents of the project and surrounding community and empower them as real stakeholders in the process. We do this through community meetings and visual presentations reviewing the process and design parameters. We have found residents know what works and what doesn't in their own homes.

#### Consistency of Design Team Members

Our design team has been together for nine years. We strive to make sure assigned staff members are involved with the project from inception to ribbon cutting. We believe this provides RHE the best possible service and outcome.

## SECTION 2.0

### PROJECT DEVELOPMENT PROCESS

#### SECTION 2.1

#### PROJECT DEVELOPMENT PROCESS

Having renovated thousands of apartment units, we are fully experienced in the preparation of assessment studies and evaluations, work write-ups, budget preparation and implementation and achieving consensus among differing agendas. The following is a brief overall view of our approach for Fireside Park.

##### *1. Establish Project Goals and Outcomes with project team*

ZA+D will facilitate discussion amongst stakeholders to establish goals and project outcomes.

**Deliverables: General Scope and Schedule Document**

##### *2. Review of existing documentation*

ZA+D will review and evaluate existing documentation including previous programmatic documents, Phase I Environmental Site Assessment Update and other available documentation as well as interviewing on-site staff.

##### *3. On-site Visual Survey*

ZA+D will conduct on-site investigations of the buildings, major systems and site to evaluate and determine physical condition, structural integrity, systems capability and life span.

##### *4. On-site Destructive Testing*

ZA+D will oversee on-site destructive testing of the water and sanitary lines, electrical circuitry, structure and roof cuts to better understand the scope of work required for the renovations.

##### *5. Preparation of Scope of Work in a CSI format including work write-ups, enhancement options.*

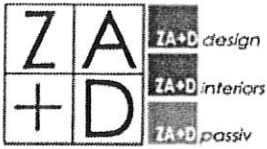
ZA+D will prepare an assessment report outlining items determined by the on-site inspections as well as non-code compliant items including Owner requirements. These items will be hierarchically arranged from Immediate Needs to Impending Needs, to Future Systems Enhancements.

**Deliverables: Scope of Work Document**

##### *6. Preparation of Schematic Plans based on Owner's approval of Scope of Work for LIHTC submission.*

ZA+D will prepare required documents for LIHTC application Submission to VHDA

**Deliverables: Schematic Plans and Tax Credit Submission Requirements**



SECTION 2.0

PROJECT DEVELOPMENT PROCESS



SECTION 2.1

PROJECT DEVELOPMENT PROCESS CONTINUED

7. Upon approval of the Scope and award of Tax Credits we will prepare permit ready Plans and Specifications.

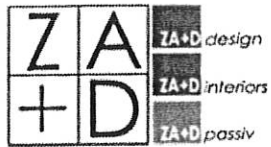
**Deliverables: Bid and Final Cost Estimates**

8. Upon contract ratification with contractor selected, we will provide Construction Administration Phase services throughout the construction period.

ZA+D will provide CA phase services until final project closeout including:

- Weekly documented inspections in conjunction with bi-weekly job conferences
- Site observations
- Review contract modifications
- Review/approve change orders
- Authorize contractors payments/verify stored materials
- Participate in joint final and warranty inspections
- Prepare as-builts

**Deliverables: Progress Meeting Minutes, Schedule Updates, Construction Logs, Field Reports**



*Redefining the Building Potential*

## SECTION 3.0

### PROJECT CHALLENGES



## SECTION 3.1

### PROJECT CHALLENGES










The renovations to Fireside Park will require a well coordinated team of professionals led by a strong architect sensitive to the residents specific needs as well as understanding the intricacies of resident-in-place renovations. Because of our extensive experience with projects of similar scope we are confident in our abilities to move this project forward in a timely, cost effective manner.

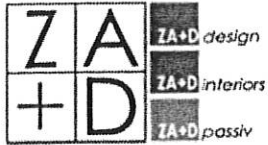
The project, because of the duration between design and construction, will also need a consistency of staffing from the design team. Our proposed design team has worked together for eleven years and have developed a consistent culture of service and communication.

## SECTION 4.0 PROJECT SCHEDULE AND DELIVERABLES

### SECTION 4.1 PROJECT SCHEDULE

ID	Task Name	Duration	Start	Finish	3rd Quarter	4th Quarter	1st Quarter
1							
2	Establish Project Goals and Outcomes	1 day	Mon 7/17/17	Mon 7/17/17			
3	On-site visual survey	2 days	Tue 7/18/17	Wed 7/19/17			
4	On-site destructive testing	2 days	Tue 7/18/17	Wed 7/19/17			
5	Preparation of Scope of Work	5 days	Thu 7/20/17	Wed 7/26/17			
6	Meeting with RHE to review findings	1 day	Thu 7/27/17	Thu 7/27/17			
7	Preparation of Schematic Designs	45 days	Fri 7/28/17	Thu 9/28/17			
8	Meeting with RHE to review SD documents	1 day	Fri 9/29/17	Fri 9/29/17			
9	Prepare documents for DHCD submission	10 days	Mon 10/2/17	Fri 10/13/17			
10	Review documents with RHE	1 day	Mon 10/16/17	Mon 10/16/17			
11	Submit DHCD application	10 days	Tue 10/17/17	Mon 10/30/17			
12	Prepare DD documents based on approved SD's	30 days	Mon 7/3/17	Fri 8/11/17			
13	Review documents with RHE	1 day	Mon 8/14/17	Mon 8/14/17			
14	Prepare CD's based on approved DD's	30 days	Tue 8/15/17	Mon 9/25/17			
15	Review CD's with RHE	1 day	Tue 9/26/17	Tue 9/26/17			
16	Prepare permit submission documents to Rockville	10 days	Wed 9/27/17	Tue 10/10/17			
17	Submit documents to CPDS	1 day	Wed 10/11/17	Wed 10/11/17			
18	Obtain permits	90 days	Thu 10/12/17	Wed 2/14/18			
19	Begin Construction	1 day	Thu 2/15/18	Thu 2/15/18			

Fireside Park Date: Tue 5/30/17	Task		Milestone		External Tasks	
	Split		Summary		External Milestone	
	Progress		Project Summary		Deadline	
Page 1						



## SECTION 5.0

### ZA+D BACKGROUND AND CAPABILITIES

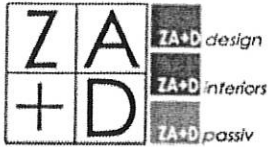
## SECTION 5.0

### ZA+D BACKGROUND

Our team has been involved in the **preservation and creation of 15,000+ units** of affordable housing in the mid-Atlantic region over the past thirty years. We have worked with numerous housing authorities and non-profit organizations including MHP, HOC, HIP, Montgomery County DHCA and others.

Because of our **extensive experience** with Maryland LIHTC affordable housing projects, we are extremely attentive to budgets, time frames, and milestone dates and are well-versed in accessibility codes and Universal Design, funding source requirements, sustainable design and Enterprise Green Communities and permitting requirements. Our success as a firm is based both on **creative problem solving** and **technical expertise**.

We have completed many resident-in-place projects in Maryland. Currently we were just awarded 4% and 9% tax credits for a 229 unit and 159 unit moderate renovation projects for the Housing Commission of Anne Arundel County, Maryland. We are in design on a 4% 120 unit apartment building in Damascus, Maryland, a 9% LIHTC deal in Annapolis, Maryland and have under construction two 9% deals in Frederick, Maryland. Because of this experience we are thoroughly familiar with DHCD LIHTC funding and design requirements, Enterprise Green Communities check lists, Universal Design, UFAS and ADA requirements as well.



## SECTION 5.0

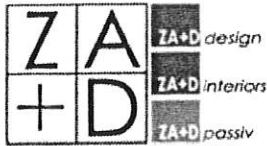
### ZA+D BACKGROUND AND CAPABILITIES

## SECTION 5.1

### ZA+D CAPABILITIES

Having been involved with over 15,000+ units of affordable housing in the Washington metropolitan region, ZA+D is uniquely qualified to provide the A/E Services required for Fireside Park. We are well-versed in working on DHCD LIHTC projects that are dependent on meeting critical deadlines and budgets. We bring the following strengths to RHE and the team:

- Our proposed team has almost 40 years combined experience with affordable housing projects, particularly those involving rehabilitation/renovation work
- We are committed to socially responsible design and believe in RHE's mission
- We believe in educating and informing the community and the residents that are effected by the transformation of Fireside Park about the process and design particulars and soliciting their input and collaboration
- We have worked in Maryland on LIHTC renovation projects for the last 30 years
- We understand tax credit deals and their challenges
- We have three LEED® Accredited professionals on staff and are certified Enterprise Green Communities Consultants
- We are well-versed in accessibility codes, ADA upgrades, Section 504, and UFAS requirements; and, we have UFAS and Universal Design certifications along with the certificate for 'Understanding the Fair Housing Act, the Americans with Disabilities Act, and Section 504 Design Requirements for Multifamily Housing Course'
- We are currently working on a number of Maryland LIHTC affordable housing projects that must meet DHCD standards and processes
- We have ZA+DInteriors which provides our interior design services.
- We use the latest Building Information Modeling (BIM) software to deliver our projects



## SECTION 5.0

### ZA+D BACKGROUND AND CAPABILITIES



## SECTION 5.1

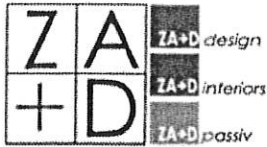
### ZA+D CAPABILITIES

We produce successful projects because of our creative yet economical design solutions, and our ability to work collaboratively with the client, residents, community, General Contractors and the various reviewing agencies. Further evidence that the partnerships we foster with our clients have successful outcomes is found in the awards of recognition our projects have received.

While we possess the specific technical and creative skills to develop the best and most appropriate solutions for Fireside Park, our past performance demonstrates that we are also able to deliver our services on time and on budget. Our reputation has been and will continue to be based upon our ability to be highly responsive and attentive to the needs and requirements of our partners.

Fireside Park renovations will require a well coordinated team of professionals led by a strong architect sensitive to the residents specific needs as well as understanding the intricacies of resident-in-place renovations. Because of our extensive experience with projects of similar scope we are confident in our abilities to move Fireside Park forward in a timely, cost effective manner.

The project, because of the duration between design and construction, will also need a consistency of staffing from the design team. Our proposed design team has worked together for eleven years and have developed a consistent culture of service and communication.



## SECTION 5.0

## ZA+D BACKGROUND AND CAPABILITIES

## SECTION 5.2

## QUALITY CONTROL

To ensure that RHE is receiving the highest level and best management practices from us, our quality assurance program consists of the following components:

### BIM

Unquestionably, the critical technical foundation to our quality assurance program is the delivery of projects using Building Information Modeling (with Revit software). This delivery method saves time, allowing us to produce better drawings faster. Errors are significantly reduced, schedules are more easily maintained, and fewer change orders are generated. And, clients have the opportunity to view renderings of buildings during design development so that they can make more informed decisions about their projects.

### Peer Review

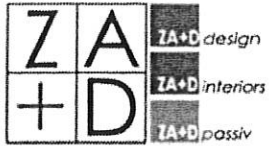
Though we utilize BIM, which does produce better drawings, we also continue to perform peer reviews of all documents. At designated phases—Schematic Design, Design Development, and Construction Documents—drawings are scrutinized by 3 team members (notably those not involved with the project). This further ensures that documents are error free, well-coordinated, and are accurately prepared. Also, our drawing blocks are standardized regardless of project type or size, so that we don't have to tailor formatting each time we begin a project.

### Vision and Microsoft Project

Additional tools that are crucial to our quality assurance include the use of Deltek Vision and Microsoft Project. Through these, we track projects during all phases and see what hours are being spent; this in turn lets us make appropriate decisions about resources being used, schedules, and budgeting. We also maintain a DropBox site so that clients and consultants are able to access drawings and other important documents quickly for better efficiency.

### Debriefing at Project Completion

We perform a debriefing on projects with the project team and Owner to review what went well and what requires improvement. We also categorize change orders to see what created the change order and how it could have been avoided. All of these measures in place mean that we are able to devote more of our fee dollars to design issues and client satisfaction issues. Moreover, we periodically have in-house reviews to assess how our quality assurance program is working and if changes/improvements should be made.



*Redefining the Building Potential*

## SECTION 5.0

### ZA+D BACKGROUND AND CAPABILITIES



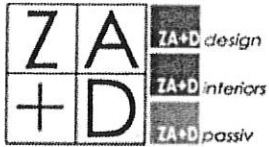
## SECTION 5.2

### QUALITY CONTROL

#### The ZA+D Team

Technologies are nothing without a capable team using them intelligently and expertly, and accurately communicating that information to you. We have no "B" Team. Every project is important and receives the highest level of attention and management; with the breadth of skills and knowledge of our personnel, we are able to tackle projects with high levels of complexity while maintaining schedules and budgets. And, we work closely with our consultants to ensure that projects are well-coordinated and deadlines are met.

All of these factors translate to an increased quality of service that we bring to RHE, to produce not only better projects but also more positive, collaborative working relationships.



*Redefining the Building Potential*

## SECTION 5.0

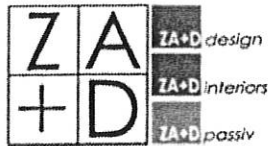
### ZA+D BACKGROUND AND CAPABILITIES



## SECTION 5.3

### DHCD AND MARYLAND EXPERIENCE WITHIN THE LAST 5 YEARS

- Halpine Hamlet Apartments, Rockville, Maryland-4% LIHTC's
- Edinburgh House Apartments-Takoma Park, Maryland- 4% LIHTC's
- Aspen Court Apartments, Takoma Park, Maryland- 4% LIHTC's
- Freetown Apartments, Pasadena, Maryland-4% LIHTC's
- Glenville Road Apartments, Silver Spring, Maryland
- Hillwood Manor, Takoma Park, Maryland
- 425 and 439 N Frederick Avenue Apartments, Gaithersburg, Maryland-4% LIHTC moderate renovation
- HOC feasibility studies and existing conditions survey 690 units
- Maple Towers, Takoma Park, Maryland - 9% LIHTC renovation



SECTION 5.0

ZA+D BACKGROUND AND CAPABILITIES

SECTION 5.4

COMMUNITY INVOLVEMENT

Our team excels at multi-agenda, multiple stakeholder projects. We fully avail ourselves to participate in community meetings, design charrettes, and design presentations.

We are committed to full community involvement in the design process and have organized numerous design charrettes where stakeholders participate in developing conceptual designs for their building.

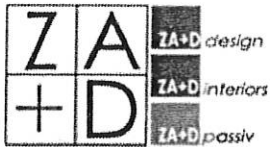
We are skilled at community presentations having provided these services to neighborhood advisory committees, tenant associations, condominium owners, and parents and teachers for educational projects.

Through our approach, each stakeholder's voice will be acknowledged and, as appropriate, incorporated into the design. We do not discount any idea or input.

Our team has always been proactive with the involvement of small and minority business enterprises within the private sector. We constantly review our data base and look to advance opportunities to secure minority business participation in all aspects of the construction process including our selection of consultants and vendors.

We propose to increase participation levels through the following actions:

- Identify and attract minority vendors and contractors.
- Research and create an internal directory for contacting eligible potential firms. This directory will include vendor address, contact name, telephone number and product/service manufactured or distributed.
- Contact and recruit Minority Enterprises who are willing to explore potential opportunities with us.
- Attend Minority Enterprise fairs and expositions to identify potential MBE programs and vendors.



Redefining the Building Potential

## SECTION 5.0

### ZA+D BACKGROUND AND CAPABILITIES

## SECTION 5.5

### STAFFING

#### ZA+D

The following is the staffing we have proposed to be assigned to this project. With a staff of 11 dedicated professionals, we also have available resources to include additional staff to maintain schedule and productivity as required.

While each team member has a specific role in the project delivery, ZA+D's design process is based on a collaborative effort between staff, consultants, Owner and residents. We strive to maintain consistency of staff on each project.

Bruce Zavos, AIA, NCARB will provide overall project contract management and control and will assist with the physical needs assessment, benefitting from his 30 years of experience in affordable housing. He is Universal Design and Earthcraft certified.

Donna Rosano, AIA, LEED® AP will provide leadership for design and provide project management and will be the day-to-day contact. Matt Nestor will provide team support.

Hannah Weikel, ASID, LEED® AP will coordinate and oversee all interior design and finish decisions.

Mark Sites, RA will provide all construction phase services until project close-out.

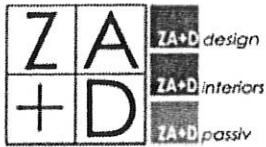
#### Structural Engineering Consultants Wolfman and Associates

Mr. Wolfman has been practicing structural engineering since 1969. He has directed and supervised the design and construction of more than 2000 projects, including military housing, schools, recreation centers, government buildings, apartments, churches, and public facilities. He prides himself in providing quality design and construction management, emphasizing service to his clients. He has developed an excellent team rapport over the years with architects, contractors, and owners during all phases of construction. He has provided structural design services for a variety of jobs throughout the east coast. Concerning the design of schools, Mr. Wolfman has been involved in the structural design of many projects in the last ten years.

#### Mechanical, Plumbing and Electrical Engineering Consultants

**KIBART** brings creativity, passion and professional pride to the fields of MEP engineering and commissioning.

Their experience includes a variety of housing options, including senior independent living, market rate and low income multi-unit residential buildings, assisted living facilities, and skilled nursing care centers, etc. Their portfolio of residential building projects stands second to none in the Mid-Atlantic region. Over a 20 year period, we have been responsible for the design of more than 145 buildings, encompassing 15.8 million square feet and housing 38,000 people.



## SECTION 5.0

## ZA+D BACKGROUND AND CAPABILITIES



## SECTION 5.5

## STAFFING

Clients count on Kibart for solutions that are creative, contemporary, reliable and sustainable. They work collaboratively with all project stakeholders. Because they are disciplined in their continuing education, and in cross-training their teams, they have developed exceptionally relevant expertise in the equipment and the total systems they design. That means their designs are detailed and thorough. They value the aesthetic that an architect brings to a design, and honor the needs of the project owner. Above all else, they put the client first, at every stage of a project.

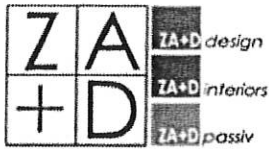
Kibart is currently registered to provide professional engineering services in the following states:

Maryland	Delaware	Florida	Illinois	Colorado
Massachusetts	Michigan	Missouri	New Jersey	North Carolina
Pennsylvania	Texas	Virginia	Washington DC	West Virginia

Kibart is a member of the Building Commissioning Association, and is a Certified Commissioning Authority in every State of the Union.

Kibart currently has 40 full time employees, professional registrations are as follows:

- 9 Professional Engineers
- 5 Mechanical
- 4 Electrical
- 13 LEED Accredited Professionals
- 8 Mechanical
- 5 Electrical
- 3 Certified Commissioning Professionals
- 1 Building Commissioning Association Certified Commissioning Professional (CCP)
- 2 AABC Commissioning Group (ACG) Certified Commissioning Authority (CxA)
- 1 Construction Specifications Institute (CSI) Certified Document Technician (CDT)



SECTION 5.0

ZA+D BACKGROUND AND CAPABILITIES

SECTION 5.6

PERSONNEL

**BRUCE H. ZAVOS, AIA, NCARB**  
*President & Principal-In-Charge*

**EXPERIENCE**

Having practiced architecture for over 30 years, Mr. Zavos is an acknowledged expert in creating and preserving affordable housing, designing and managing complex commercial and educational projects, as well as designing custom residences. He brings a unique blend of both design and construction experience from his involvement in over 15,000 units of housing, numerous commercial projects, and educational facilities ranging from elementary schools to university buildings. Mr. Zavos has worked with developers, and city and county agencies throughout the Mid-Atlantic region. His designs have garnered him awards of recognition, and he has also been an invited panelist for a number of affordable housing and development organizations. He currently is the Chair of the Affordable Housing Council in Frederick, Maryland, Vice Chair of the Board of Interfaith Housing Alliance, Board Member of Habitat for Humanity and the Frederick Arts Council.

**Edinburgh House, Takoma Park, MD**

Rehabilitation of a nine story apartment building. Work includes the incorporation of basic energy efficiencies and industry sustainable practices toward Green Building Standards.

**Maple Towers Apartments, Takoma Park, MD**

Rehabilitation and renovation of an 8-story 35-unit apartment building from 1966; sustainable design solutions included to meet Green Communities criteria.

**Aspen Court Apartments, Takoma Park, MD**

Initial building assessment and budget, and design for rehabilitation/renovation for 16-unit, 3-story apartment building from 1954.

**Essex House Apartments, Takoma Park, MD**

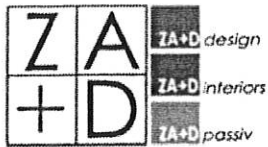
Renovation of a 135-unit, 12-story apartment building. Work included kitchen and bath upgrades, façade improvements, HVAC, and finishes.

**Mountain Oak Apartments, Front Royal, VA**

Winner of the 2008 Virginia Housing Award for "Best Housing Preservation/Revitalization Effort," this project involved the extensive rehabilitation of 59 units and a management office in 3 buildings from the late 1940s. Work included kitchen and bath modernization, ADA upgrades, façade improvements, and mechanical and electrical upgrades.

**Gates of Ballston, Arlington, VA**

Construction management services for the renovation of 464 units and a new community center. Winner of the 2008 HAND award for "Best Project—Northern Virginia" and winner of 2009 National Trust for Historic Preservation Award.



SECTION 5.0

ZA+D BACKGROUND AND CAPABILITIES

SECTION 5.6

PERSONNEL

**DONNA ROSANO, AIA, LEED® AP**

*Vice President & Project Manager*

**EXPERIENCE:**

Ms. Rosano has over 13 years of experience with various project types, including a particular focus on the rehabilitation of affordable housing. She effectively manages the day-to-day design, production, scheduling, and budget on her projects and manages client expectations through her communication skills. She also assists with the construction administration phase services on her projects. Her relevant experience includes the following:

**Lindsay Hill Apartments, Lorton, VA**

Repurposing of 4 Prison Dormitories and one 3-story Commissary building into senior housing. This is a Historical Property and will need to comply with the US Department of Interior National Register of Historic Places Program.

**Crystal House I & II, Arlington, VA**

Miscellaneous upgrades to community spaces in 2 buildings and 804 apartment units.

**Glenville Apartments, Silver Spring, MD**

Rehabilitate 4 units in an existing duplex apartment including new HVAC, lighting, kitchen and bath packages.

**Alexandria Duo, Alexandria, VA**

Project Manager for the rehabilitation of 75 units on 2 sites utilizing federal and state funding. Scope of work includes conversion of 6 units for residents with mobility impairments. Upgraded finishes, and upgraded mechanical and electrical systems.

**Arbor Heights Apartments, Arlington, VA**

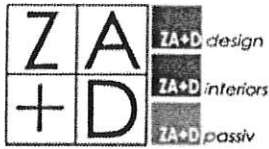
Project Manager for 198 units of renovation in 28 buildings that received VHDA Funding. Scope includes 4 fully accessible units, kitchen, bathroom and HVAC upgrades.

**Halpine Hamlet Apartments, Rockville, MD**

Project Manager for the rehabilitation of 67 units of garden style apartments funded with Maryland's LIHTC's. Four units are being reconfigured to be fully accessible.

**Scattered Site Refinance, Arlington, VA**

Project Manager for the rehabilitation/renovation of 103 units within multiple buildings dating from the 1940s through the 1960s; work includes kitchen and bath upgrades, mechanical system upgrades, and accessibility upgrades.



SECTION 5.0

ZA+D BACKGROUND AND CAPABILITIES



SECTION 5.6

PERSONNEL

**HANNAH WEIKEL, ASID, LEED® AP**

*Director of ZA+Dinteriors*

**EXPERIENCE**

Ms. Weikel specializes in interiors, designing the layout of spaces and coordinating these with the selection of materials and finishes as demonstrated in the projects below. She has over 12 years of experience and has served a wide range of commercial, housing, residential, and educational clients. She is also experienced using Revit® software for Building Information Modeling (BIM) to deliver projects.

**Lindsay Hill Apartments, Lorton, VA**

Repurposing of 4 Prison Dormitories and one 3-story Commissary building into senior housing. This is a Historical Property and will need to comply with the US Department of Interior National Register of Historic Places Program.

**NM Carroll Apartments, Baltimore, MD**

Interior design for a 16 unit rehabilitation to convert existing one bedroom units into assisted living units as a part of HUD's ALCP Program.

**Maple Towers Apartments, Takoma Park, MD**

Interior design for the rehab/renovation of an 8-story, 35-unit apartment building from the 1960s.

**Wesley House Senior Apartments, Washington, DC**

Construction administration for a 127-unit affordable apartment building for senior residents located in the Fort Lincoln neighborhood of Washington, DC. In addition, the project features amenities such as a community room, an activities room, a kitchenette, a library, and garden plots outside.

**Alexandria Duo, Alexandria, VA**

Project Manager for the rehabilitation of 75 units on 2 sites utilizing federal and state funding. Scope of work includes conversion of 6 units for residents with mobility impairments. Upgraded finishes, and upgraded mechanical and electrical systems.

**Arbor Heights Apartments, Arlington, VA**

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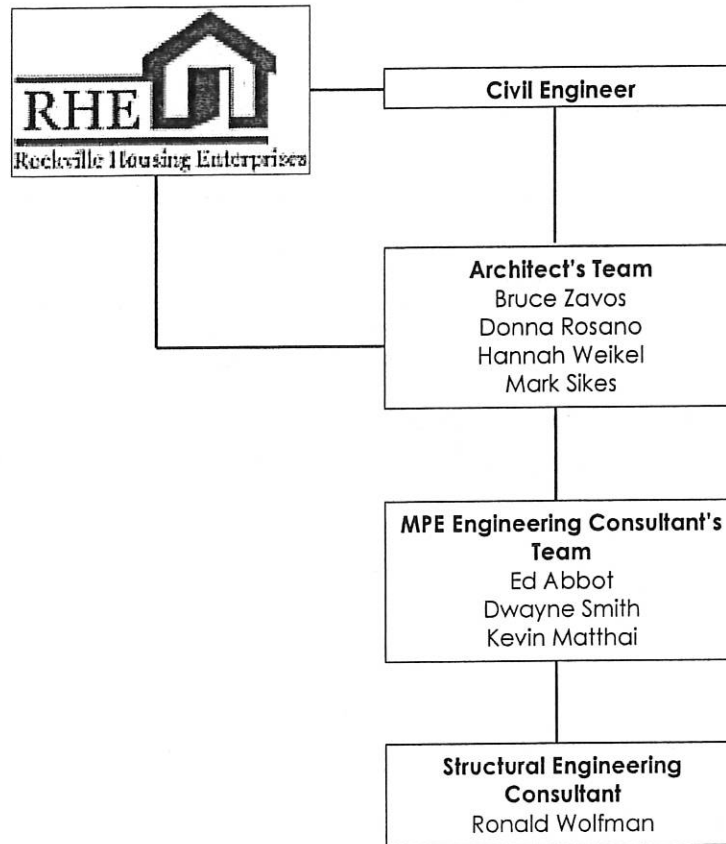
SECTION 5.0

ZA+D BACKGROUND AND CAPABILITIES



SECTION 5.6

ORG CHART



SECTION 6.0

CASE STUDIES AND REFERENCES

SECTION 6.1

CASE STUDIES

**Halpine Hamlet Apartments**

Owner: Montgomery Housing Partnership

Date of Completion:

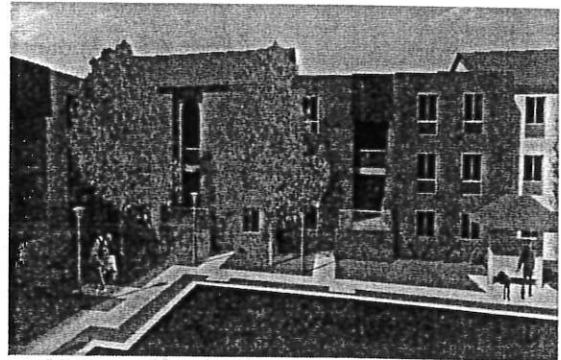
November 2012

67 Units in 12 Buildings

Rehabilitation of garden style apartments using LIHTC's. Four (4) units are reconfigured to be fully accessible for mobility

impairments. Two (2) units are reconfigured to be audio/visual units.

There are new kitchens, bathrooms, lighting and energy efficient and sustainable design elements.



**Edinburgh House**

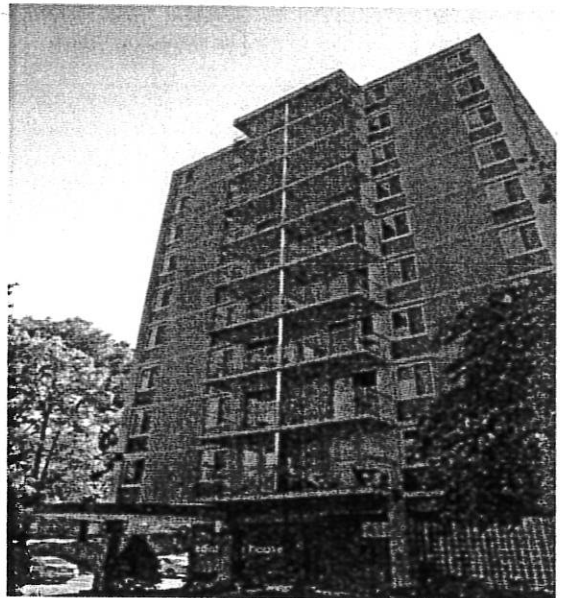
Owner: Montgomery Housing Partnership

9-Story, 45 Units

Completed: 2012

Improvements included basic energy efficiencies and industry sustainable practices toward Green Building standards.

All units received new windows and doors



## SECTION 6.0

## CASE STUDIES AND REFERENCES

### SECTION 6.1

### CASE STUDIES

#### Aspen Court Apartments

Owner: Housing Opportunities Commission of Montgomery County, MD

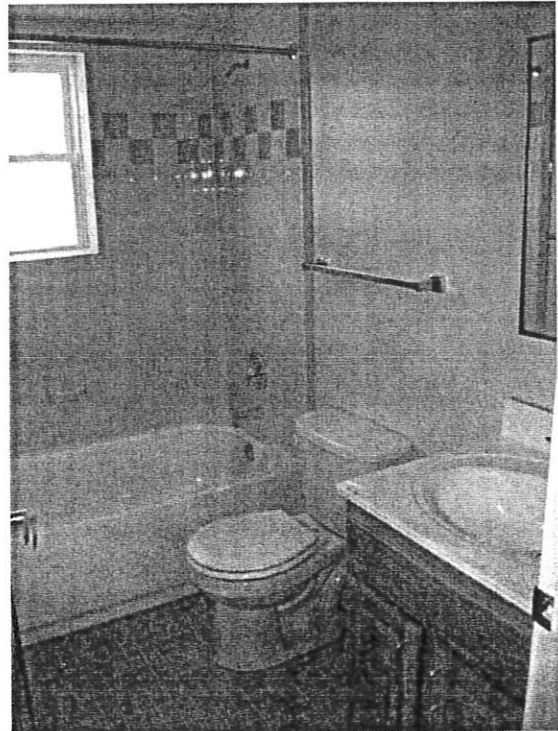
Size: 39 units

Estimated Construction Cost: \$3.5 Million

Completion : January 2012

Extensive rehabilitation of 3 1950s apartment buildings.

Work includes accessibility upgrades, kitchen and bath upgrades, mechanical systems upgrades, new entry canopies, and site improvements



## SECTION 6.0

## CASE STUDIES AND REFERENCES

## SECTION 6.1

## CASE STUDIES



### **Freetown Apartment Renovations**

Owner: Housing Commission of Anne Arundel County, Maryland

Size: 154 units

Estimated Construction Cost: \$8.5 Million

Completion : January 2018

Moderate rehabilitation of 18 1970s apartment buildings

Work includes accessibility upgrades, kitchen and bath upgrades, mechanical systems upgrades, new entry canopies, and site improvements



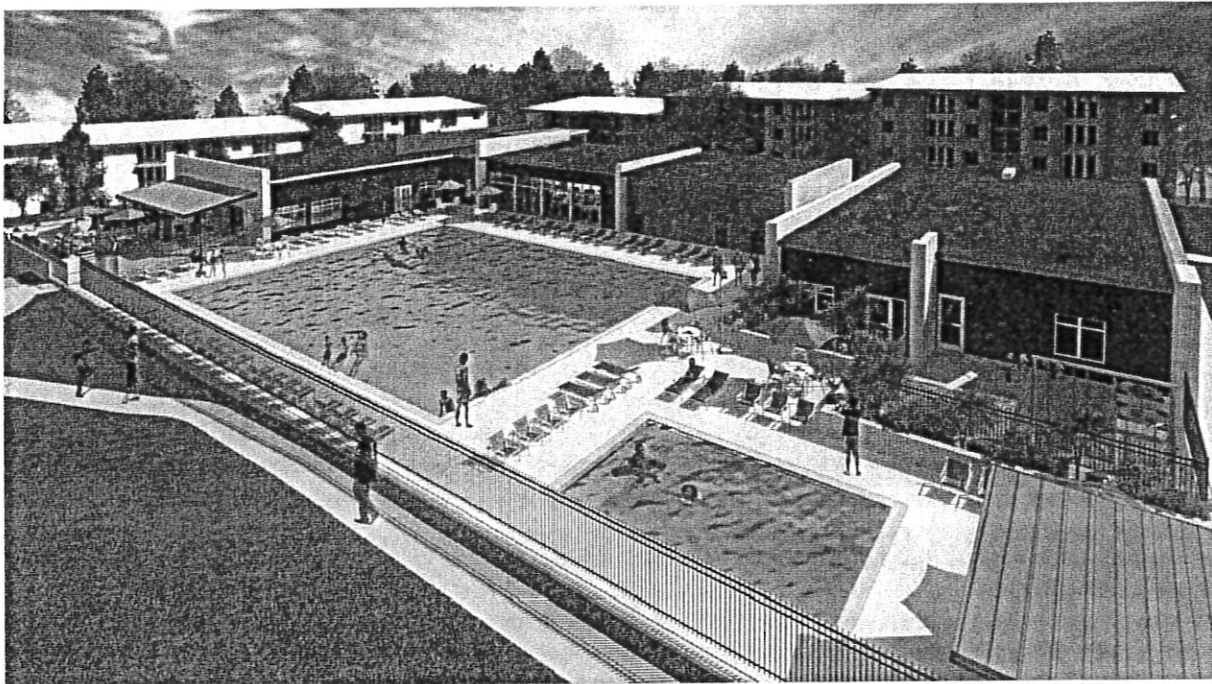
## SECTION 6.0

## CASE STUDIES AND REFERENCES



## SECTION 6.1

## CASE STUDIES



### **Ft. Chaplin Apartments and new Clubhouse**

Owner: Standard Properties

Size: 549 units

Estimated Construction Cost: \$26.5 Million

Completion : January 2018

Moderate rehabilitation of 25 1970s garden apartment buildings with 4% LIHTC's. Work includes accessibility upgrades, kitchen and bath upgrades, mechanical systems upgrades, new entry canopies, site improvements and new Clubhouse.



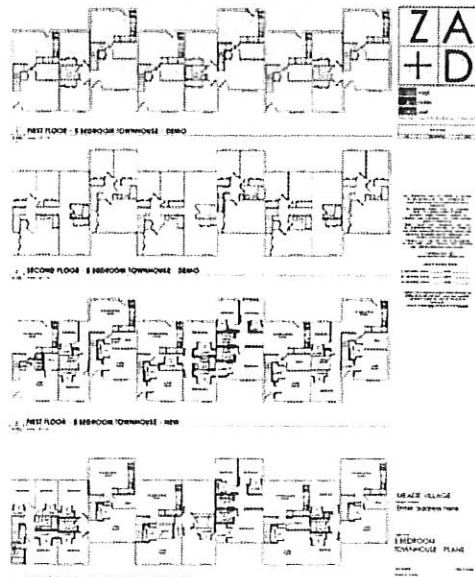
SECTION 6.0

CASE STUDIES AND REFERENCES



SECTION 6.1

CASE STUDIES



**Meade Village Apartment Renovations**

Owner: Housing Commission of Anne Arundel County, Maryland

Size: 229 units

Estimated Construction Cost: \$12.5 Million

Completion : January 2018

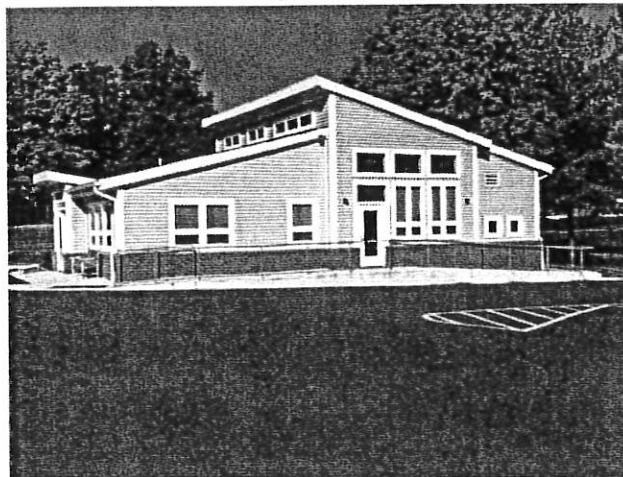
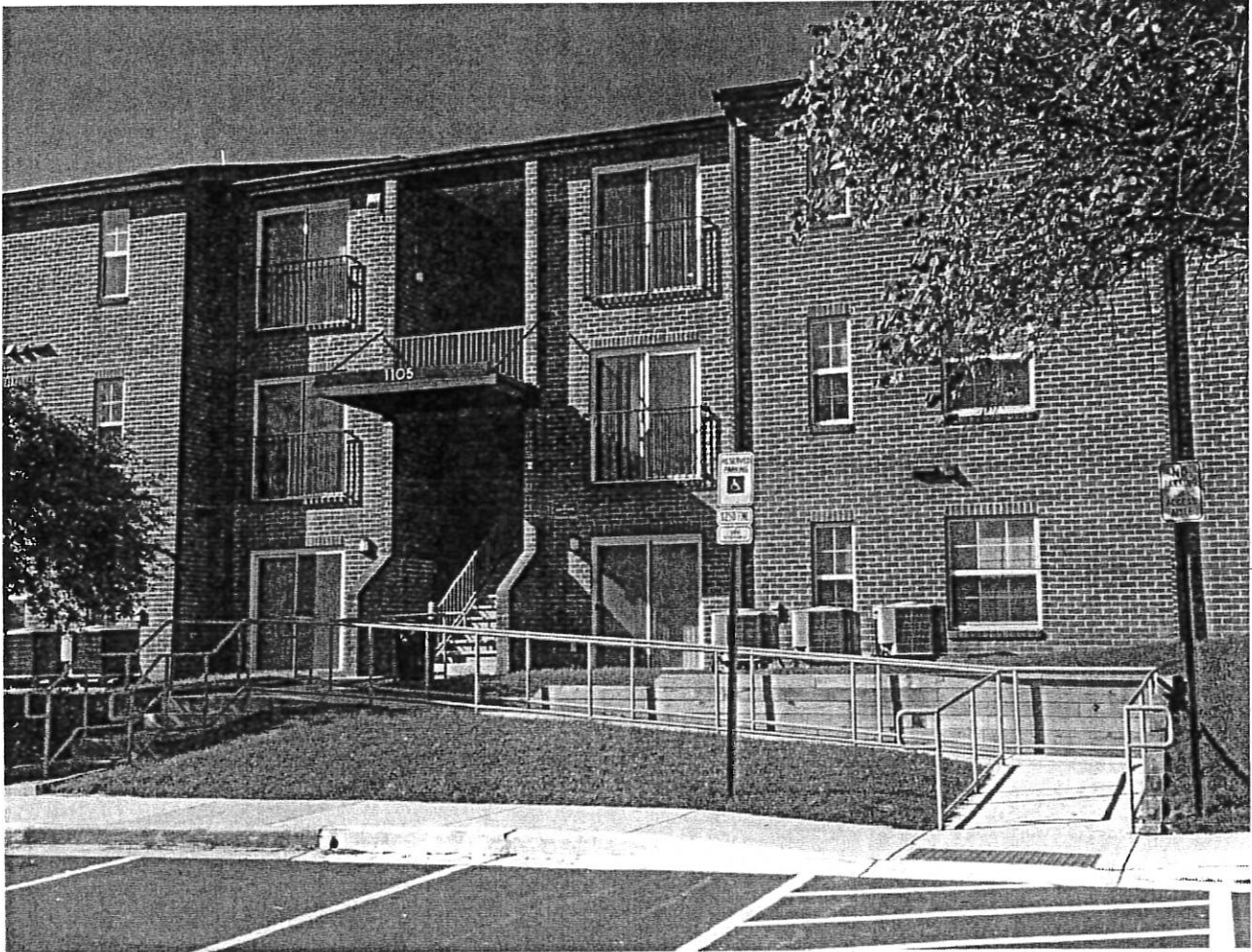
Moderate rehabilitation of 25 1970s apartment buildings  
 Work includes accessibility upgrades, kitchen and bath upgrades, mechanical systems upgrades, new entry canopies, and site improvements

SECTION 6.0

CASE STUDIES AND REFERENCES

SECTION 6.1

CASE STUDIES



**Windsor Gardens Apartment Renovations**

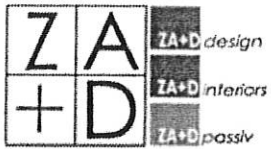
Owner: Homes for America

Size: 59 units

Estimated Construction Cost: \$5.2 Million

Completion : January 2017

Moderate rehabilitation of 1970's garden walk up apartment buildings and new community building. Work includes accessibility upgrades, kitchen and bath upgrades, mechanical systems upgrades, new entry canopies, and site improvements



## SECTION 6.0

## CASE STUDIES AND REFERENCES

Redefining the Building Potential

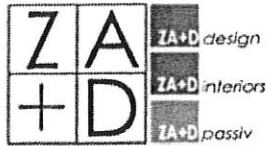
### SECTION 6.2

### REFERENCES

**Mr. CJ Tyree**  
**Pirhl Development**  
**Vice President Development**  
800 West St. Clair Ave., 4th Floor  
Cleveland, OH 44113  
(216) 659-8178  
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**Mr. Phil Gibbs**  
**Hamel Construction**  
President  
5710 Furnace Ave, Ste H  
Elkridge, MD 21075  
(410) 379-6700  
pgibbs@hamelbuilders.com

**Ms. Patricia Motter**  
**Interfaith Housing Alliance**  
Executive Director  
5301 Buckeystown Pike, Suite 320  
Frederick, MD 21704  
(301) 662-4225 xt 1206  
pmotter@interfaithhousing.org



Redefining the Building Potential

## SECTION 7.0

## TERMS AND CONDITIONS

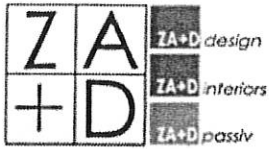
### SECTION 7.1

### TERMS

Task	Total
<b>Preliminary Design Development/Preconstruction</b>	<b>\$58,477</b>
Kick off mtg	
Walk 100% of units	
Prepare preliminary scope	
<b>Schematic Design</b>	<b>\$97,461</b>
Prepare existing conditions plans	
Revise preliminary scope	
Prepare plans indicating new scope of work	
<b>Design Development drawings</b>	<b>\$155,938</b>
Finalize scope document	
Refine sd drawings	
Prepare outline spec	
<b>Construction Documentation</b>	<b>\$194,922</b>
Finalize cd's	
Finalize specs	
<b>Construction Administration</b>	<b>\$38,984</b>
CA phase services	
Structural Engineering Consulting	<b>\$3,500</b>
<b>Total</b>	<b>\$393,344</b>

#### Exclusions

No civil engineering services are included in the above fees.  
Energy modeling is not included.



Redefining the Building Potential

SECTION 7.0

TERMS AND CONDITIONS

SECTION 7.2

CONDITIONS

**ZA+D Standard Rates – 2017**

**Standard Hourly Rates**

Principal – \$160/hr	Architect – \$115/hr
Senior Project Manager – \$115/hr	Interior Designer – \$105/hr
Project Manager – \$95/hr	BIM Modeler/Drafter – \$85/hr
Entry Level Intern – \$75/hr	Administrative/Clerical – \$65/hr

**Standard Reimbursable Charges and Rates**

Delivery – Standard Mail	No Charge
Delivery – DHL	Actual Charge with Receipt Provided
* ZA+D ships at the cheapest rate possible for project progress demands	

Modeling Materials	Actual Charge with Receipt Provided
*ZA+D utilizes all in-house materials first prior to buying additional	

Prints – Copier	.05¢ per page
Prints – Plotter	.30¢ per square foot – Bond Paper
	\$12.00 per square foot – Glossy Paper
Prints – Out of Office	Actual Charge with receipt Provided

Travel – Mileage	Current Federal Rate
Travel – Meals	Actual Charge with Receipt Provided
Travel – Parking	Actual Charge with Receipt Provided

ZA+D has a mark-up of 1.15% on all reimbursable charges applicable to each project.

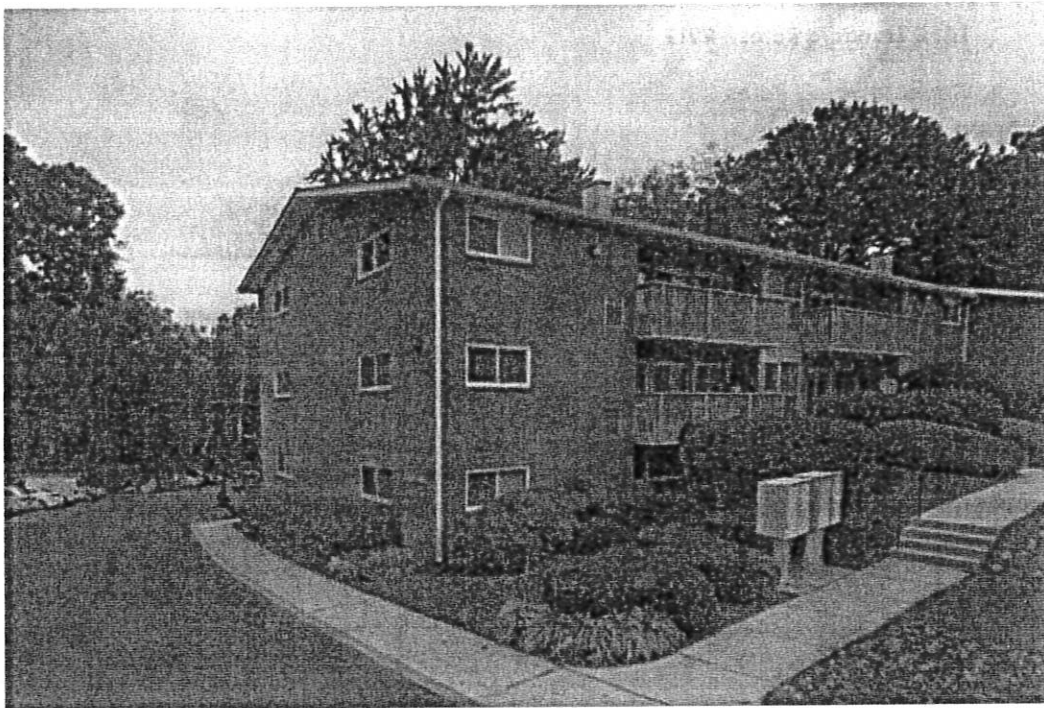
**SECTION 8.0**

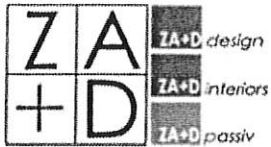
**BUILDING CONCEPT PLAN**



**SECTION 8.0**

**BUILDING CONCEPT PLAN**





Redefining the Building Potential

## SECTION 7.0

## TERMS AND CONDITIONS

### SECTION 7.1

### TERMS

Task	Total
<b>Preliminary Design Development/Preconstruction</b>	<b>\$24,319</b>
Kick off mtg	
Walk 100% of units	
Prepare preliminary scope	
<b>Schematic Design</b>	<b>\$72,957</b>
Prepare existing conditions plans	
Revise preliminary scope	
Prepare plans indicating new scope of work	
<b>Design Development drawings</b>	<b>\$121,594</b>
Finalize scope document	
Refine sd drawings	
Prepare outline spec	
<b>Construction Documentation</b>	<b>\$194,551</b>
Finalize cd's	
Finalize specs	
<b>Construction Administration</b>	<b>\$72,957</b>
CA phase services	
Structural Engineering Consulting	<b>\$3,500</b>
<b>Total</b>	<b>\$392,601</b>

#### Exclusions

No civil engineering services are included in the above fees.  
Energy modeling is not included.

